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ABSTRACT

The book describes federal training and employment resources for developmentally disabled persons. The first section provides a brief historical background of the federal government's involvement in employment and training beginning with the 1930's up to the passage of Section 504 of the Rehabilitation Act of 1973. Section II examines seven components of CETA, the Comprehensive Employment and Training Act: administrative provisions, comprehensive employment and training services, special federal responsibilities, youth programs, countercyclical public service employment, private sector opportunities, and young adult conservation corps. Considered in separate sections are the following employment and training programs: the apprenticeship training program, federal employment, work incentive programs, Title XX funding programs, Small Business Administration Handicapped Assistance Loans, university affiliated facilities, and miscellaneous programs such as innovation and expansion grants. Among 11 appendixes are a list of CETA state employment and training councils and Title XX state agencies. (CL)

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EMPLOYMENT AND TRAINING PROGRAMS

BY JUDY KELLER, ADRIENNE A. MANDEL
AND SUSAN J. AMES

This training module provides information about employment and training resources that can help persons with developmental disabilities become self-sufficient. Descriptions of programs and resources for professional training and staff development for use by organizations concerned with developmental disabilities are included.

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PREFACE

This module describes training and employment resources from a variety of federal programs. The current edition is by no means a complete catalog of these resources; however, it represents the second revision of what, it is hoped, will eventually be a comprehensive look at employment and training programs that are presently available.

Training and employment are at the core of independence and self-sufficiency. For many of the developmentally disabled, training and employment-related services can contribute to a meaningful and productive life. Services of this kind range from sheltered employment for those who are unable to engage in competitive employment to specialized vocational and professional training, job placement programs, and loans for the small business person who is handicapped.

This module also contains training and employment program information for individuals and organizations concerned with the developmentally disabled. These programs include professional training on the undergraduate and graduate level in developmental disabilities and in the provision of services to the disabled, as well as programs for staff development in organizations representing the developmentally disabled.

This material will provide advocates with needed information to obtain employment and training services currently available, and will advise how to advocate for services where they do not exist.

This module contains information on the new provisions of the Comprehensive Employment and Training Act Amendments of 1978(PL95-524) and the Comprehensive Rehabilitation Services Amendments of 1978(PL95-602). These writings are based on the language of the law and appropriate committee reports of the House and the Senate. Readers should be aware, however, that regulations for these programs have not been promulgated. The regulations will directly affect the material contained herein.

SECTION I

HISTORY AND BACKGROUND OF EMPLOYMENT AND TRAINING PROGRAMS

The purpose of this section is to give a brief historical background of the federal government's involvement in the provision of employment and training programs, beginning with The New Deal in the 1930s to the present time.

HISTORY OF EMPLOYMENT AND TRAINING

Until the 1930s the federal government was virtually uninvolved in the provision of employment and training for its citizens. Then, with the advent of "The Great Depression," employment projects became a national concern. In 1928 many economists were preaching the theory that the greater the production of goods, the greater the well-being of the nation. However, as production increased, the national unemployment rate also increased; but then, with the crash of 1929, the country faced the problem of solving unemployment. (Rosenman, 1938)

During Franklin D. Roosevelt's administration, the government initiated programs to provide work opportunities to the millions of unemployed. Roosevelt coined the phrase "The New Deal." The implication of this phrase was that a new order of things would be designed to benefit the masses -- farmers, workers and businessmen in the country. Furthermore, The New Deal implied that the government would use affirmative action to implement these changes, rather than wait and hope that general economic laws would solve the problems facing the nation. (Rosenman, 1938)

Accordingly, in 1933 The New Deal brought about the following federal programs to alleviate unemployment:

- THE CIVILIAN CONSERVATION CORPS (CCC) - Roosevelt expressed the purpose of the CCC as one which would
 - . . . give several hundred boys and veterans a chance to get off the streets and tramp trains, and out of the hobo jungles, into useful outdoor work in the forests of the Nation. (Rosenman, 1938)

CCC created simple work which was confined to forestry, prevention of soil erosion, flood control and similar

projects. Enrollees were placed in conservation camps which were administered by the Departments of Interior and Agriculture.

- FEDERAL EMERGENCY RELIEF ADMINISTRATION (FERA) -

FERA granted funds to the governors of states to provide either work relief or direct relief (usually food and clothing) to destitute families. If a family member was able to work, a job on a public project would be provided in exchange for money.

- NATIONAL INDUSTRIAL RECOVERY ACT - This provided jobs for the unemployed, improved wage income and working conditions and eliminated unfair competition and trade practices in business.

- PUBLIC WORKS ADMINISTRATION (PWA) - The PWA created a public housing program that had five objectives:

1. to deal with unemployment by giving jobs to workers in the building and heavy industry trades
2. to furnish decent, sanitary dwellings
3. to eradicate and rehabilitate slum areas
4. to demonstrate the feasibility of large scale community planning
5. to encourage the enactment of necessary state-enabling housing legislation

The PWA, therefore, not only provided work relief on large public works projects, it also attempted to alleviate the many housing problems within the country.

- FEDERAL SURPLUS RELIEF CORPORATION - The government helped both farmers and hungry unemployed people by purchasing

surplus foodstuffs and distributing them to the needy.

- CIVIL WORKS ADMINISTRATION - This was a widespread program of work relief for those unable to secure jobs in private industry.
- THE REEMPLOYMENT AGREEMENT - This placed restrictions on child labor, established the 40-hour work week and established the minimum wage.

These programs and others were formed within the first one hundred days of Roosevelt's administration and were coordinated by the NATIONAL EMERGENCY COUNCIL.

From 1933 to 1943 the government continued its involvement in providing employment and training to the general public as well as to the youth of the country. However, from the beginning of World War II to the 1960s the federal government did not initiate any civilian employment and training programs, but an interesting thing did occur in 1947. President Truman suggested to the Secretary of Labor that he call a meeting of persons who were interested in studying ways to promote jobs for handicapped people. As a result of this request, the President's Committee on Employment of the Handicapped was born and by 1949 the Committee had its own Congressional authorization. The purpose of the Committee was to promote employment of handicapped persons by creating a nationwide interest in both rehabilitation and employment. The establishment of this was, perhaps, the first time the needs of disabled workers were addressed.

From the early 1960s to the present time (1979), various pieces of legislation have been enacted which authorize employment and training programs for unemployed, underemployed, and disadvantaged people. The Manpower Development and Training Act of 1962 (MDTA - P.L. 87-415), as

amended in 1963, initiated training and apprenticeship programs directed specifically toward youth and minorities.

Lyndon Johnson's War on Poverty proposed the establishment of a series of programs for youth: a work-training program, a work-study program, and the Job Corps. The first two were known as the Neighborhood Youth Corps (NYC). The work-training program provided experience in community and state work-training programs for low-income unemployed men and women between the ages of 16 and 21. Administered by the Department of Labor, the work-training program originally required that only public or nonprofit institutions could provide training; however, this changed with 1966 amendments which opened participation to private employers.

The work-study program provided part-time employment for college students from low-income families who needed their earnings to complete their education. The Job Corps, originally established by the Economic Opportunity Act of 1964, was to increase the employability of young men and women by providing them with education, vocational training and useful work experience. In 1969 the responsibility for the Job Corps was transferred from the Office of Economic Opportunity to the Department of Labor, and later it was reauthorized under the Comprehensive Employment and Training Act of 1973.

Employment problems of welfare recipients also became a source of concern in the 1960s. Congress had been focusing its efforts on employment programs for those with potential. To a great extent, this did not include families which had a history of receiving welfare, even though programs were designed to reduce welfare rolls and expenditures, as well as to emphasize the extensive use of general education, institutional skill training, and social services as a means to increase employability

of welfare recipients.

These experiences indicated a need for a special program of assistance for those on welfare. The result was the adoption of the Work Incentive Program (WIN) which was authorized by amendments to Title VI of the Social Security Act and signed into law on January 2, 1968. Furthermore, in 1971, new amendments mandated that employable adult recipients of Aid to Families with Dependent Children (AFDC) register for work or training under the WIN program. At least one-third of WIN manpower funds were to be spent for on-the-job training and public service employment to reverse the pattern of reliance on institutional training. The emphasis of WIN was clearly to provide only those employment and social services which would directly contribute to immediate job placement for those on AFDC. It is interesting to note that in 1976, over 900,000 people, approximately three-fourths of them women, registered for WIN.

The 1970s witnessed a major public effort to provide employment and training to disadvantaged people. The Comprehensive Employment and Training Act of 1973 (CETA - P.L. 92-203) provided training, employment and other services designed to help economically disadvantaged people, the unemployed and underemployed, become self-sufficient. CETA established a range of comprehensive services to be provided through prime sponsors -- state and local governments. The Act authorized public service employment and other manpower services for areas with unemployment of 6.5% or more for three consecutive months. It established programs for target groups such as youth, offenders, and others with special employment problems, and it authorized demonstration and research/evaluation activities. A National Commission for Manpower Policy was established to examine and make recommendations on the nation's employment problems.

More recently, the CETA legislation of 1973 placed emphasis on helping those who have particular difficulty in obtaining jobs; this includes the handicapped. Of particular interest to the handicapped is the prohibition against discrimination based on a person's handicap in any program authorized under CETA. The new law emphasizes providing appropriate and reasonable employment conditions and removing architectural barriers. It reflects Congress' specific commitment to handicapped people as a target group to be served in CETA funded programs.

Handicapped Bill of Rights - Section 504

In advocating for the rights of developmentally disabled people in federal employment and training programs, handicapped individuals' abilities, not inabilities, to perform in the competitive labor market must be emphasized. Discrimination on the basis of disability is forbidden and rights are assured by the Rehabilitation Act of 1973 (P.L. 93-112, Section 504). Known as the "Bill of Rights" for handicapped individuals, Section 504 states that no qualified handicapped person shall, because of the handicap be:

- excluded from participation in any program or activity receiving federal funds
- denied the benefits of any program or activity receiving federal funds
- discriminated against in any program or activity receiving federal funds

In addition, specifically in the area of employment, federal agencies and every employer doing business with the federal government under a contract for more than \$2,500 must take "affirmative action" to hire handicapped people. Affirmative action also applies to job assignments, promotions, training, transfers, accessibility, working conditions and termination. Section 503 of the Rehabilitation Act requires these actions.

About half of all the private businesses of America are covered, among them virtually all of the leading industries in the United States.

This Bill of Rights for handicapped individuals (defined as any individual who has a physical or mental disability which substantially limits one or more of such person's major life activities) prohibits not only those practices that are overtly discriminatory but also those that would have the effect of discrimination. The DOL, which administers most of the employment and training programs, is responsible for ending the employment patterns and practices that lead to discrimination against handicapped people. The DOL Office of Federal Contract Compliance Programs (OFCCP), 200 Constitution Avenue, N.W., Washington, D.C. 20210, (202)523-9371, is one of the major civil rights agencies in the federal government; it administers Section 504 of the Rehabilitation Act of 1973.

In summary, the federal government provided employment and training opportunities beginning in the 1930s and continuing until World War II. Another surge of programs began to surface in the 1960s and federal participation has continued to expand to the present; it now includes special provisions which recognize the needs of handicapped people. Currently, advocates for the developmentally disabled not only have available to them a wealth of knowledge regarding problems, needs and some solutions to problems, but they also have pertinent laws and federal mandates to support their advocacy efforts.

SECTION II

THE COMPREHENSIVE EMPLOYMENT AND TRAINING ACT
AMENDMENTS OF 1978 (CETA - PL 95-524)

The purpose of this section is to give an understanding of the CETA legislation of 1978, highlighting its application to the needs of handicapped people. Funds for staff development and training are also discussed.

COMPREHENSIVE EMPLOYMENT AND TRAINING ACT

The Comprehensive Employment and Training Act Amendments of 1978 (CETA) (Public Law 95-524) provides training, employment and support services designed to result in self-sufficiency for people who are economically disadvantaged and unemployed or underemployed. The Act, which was preceded by CETA of 1973, consists of eight titles which establish a comprehensive range of services to be delivered by prime sponsors, usually local or state governmental units designated by the Employment and Training Administration (ETA) of the Department of Labor (DOL). Prime sponsors may contract with nonprofit organizations and, in some cases, with the private-sector business community to carry out CETA eligible activities.

CETA dollars are federal funds which are appropriated by Congress (more than \$10 billion dollars each year for 1979-1982) for programs across the nation. Administered by DOL, CETA is, by far, the largest single jobs and job training program ever undertaken in the U.S. In fiscal year 1978, more than two-thirds of all CETA funds underwrote public service employment, jobs in government agencies or in nonprofit private organizations.

Advocacy groups can play an important role in assuring that people with developmental disabilities receive CETA benefits by participating in the planning process, monitoring and assessing local employment programs, and by taking advantage of job slots allocated to public service providers.

At this writing, DOL is in the process of drafting regulations to implement CETA of 1978. The rules are not considered final until these "regs" are written, a comment period completed and the final version published. It is anticipated that this procedure will be completed by

early spring of 1979. Until then, many CETA programs will continue to operate under existing regulations although the new law modifies and adds to services.

On the following pages, CETA's major titles of relevance to handicapped people will be discussed, with emphasis on purpose, service, eligibility, application process, funding, strategies and planning for individuals and for organizations. The Act is divided into sections called titles; those applicable to the handicapped are:

- Title I - Administrative Provisions
- Title II - Comprehensive Employment and Training Services
- Title III - Special Federal Responsibilities
- Title IV - Youth Programs
- Title VI - Countercyclical Public Service Employment Program
- Title VII - Private Sector Opportunity for the Economically Disadvantaged
- Title VIII - Young Adult Conservation Corps

Title V establishes a 15-member National Commission for Employment Policy responsible for advising the President and Congress on issues effecting the development, coordination and administration of employment and training programs.

TITLE I - ADMINISTRATIVE PROVISIONS

Prime Sponsor and Handicapped Definitions

Title I defines operational, planning, grievance, and general provisions such as wages, allowances, reports, facilities and a nondiscrimination clause applicable to all CETA programs. The legislation defines prime sponsors as:

- units of local government with a population of 100,000 or more
- consortia consisting of general local governments as long as one member of the combination has a population of 100,000 or more
- any unit or combination of units of local government designated by the Secretary of Labor, without regard to population, that serve a substantial part of the labor market or a rural area with high unemployment
- the 50 states which are responsible for administering programs in all those governmental units which are not covered by local government prime sponsors
- any previously designated prime sponsor regardless of population which has demonstrated effectiveness and continued capability to carry out programs under this Act

Handicapped individual is defined as "any individual who has (A) a physical or mental disability which for such individual constitutes or results in a substantial handicap to employment." This would include persons with developmental disabilities.

Specific References to Handicapped Persons

The CETA legislation of 1978 contains many references to providing services to the handicapped population; it specifies that prime sponsors "shall make every effort to remove architectural barriers to employment of

the handicapped." Title I mandates that:

The Secretary of Labor shall review, on a periodic basis, the adequacy of outreach, training, placement, and advancement practices with respect to handicapped individuals by each prime sponsor . . . and shall insure that the special needs of such individuals are being met. This information and a comparison of such practices and achievements with the preceding year shall be included in the Secretary's annual report.

A nondiscrimination paragraph specifies that:

No person in the United States shall on the ground of race, color, religion, sex, national origin, age, handicap, or political affiliation or belief be excluded from participation in, be denied the benefits of, be subject to discrimination under, or be denied employment in the administration of or in connection with any program or activity funded in whole or in part with funds made available under this Act.

Planning Process for Employment and Training Programs

Although CETA of 1978 specifically designates the handicapped as a group which should receive employment and training services, developmentally disabled persons, advocates, and professionals must participate in the planning process and monitor CETA programs to ensure that the intent of the law is translated into actual programs and services. It is important that persons with handicapping conditions and their advocates be aware of, understand, and be able to interpret and cite appropriate sections of CETA to prime sponsors, planning councils, employment security offices and prospective employers to secure the positive results which the legislation seeks to achieve. An understanding of the planning process is essential if one is to advocate effectively, intervene in the planning, influence key decisions, assess programs' effectiveness, administer training programs, and obtain funds for staff positions. Competition for jobs and training opportunities is intense and the words of Title I are only a mandate for, rather than a guarantee of, action.

The planning process for all programs, as described in Title I, requires that prime sponsors establish planning councils on which "representatives of handicapped individuals" are members. In order to receive financial assistance under CETA, a prime sponsor must submit to the Secretary of Labor a comprehensive employment and training plan consisting of a master plan and an annual plan. Planning councils participate in developing, recommending and reviewing the comprehensive plans, and in monitoring employment and training programs.

Prime sponsors are to give "special consideration" to recommendations of planning councils "but any final decision with respect to such recommendations shall be made by the prime sponsor."

In addition to the local units, state employment and training councils are to be established to review prime sponsors plans and programs, to assist prime sponsors and to participate in the development of the governor's coordination and special services plan. (See Appendix A for state councils.)

Included in the master plan of the comprehensive employment and training plan must be:

descriptions of arrangements to ensure that...employment and training services will be provided to those most in need of them, including low-income persons, handicapped individuals, persons facing barriers to employment...

The annual plan is required to describe:

an affirmative action program for outreach to and training, placement, and advancement of handicapped individuals in employment and training programs...the extent to which and the methods whereby the special needs of the handicapped are to be met...and the numbers of handicapped individuals who were served each of the preceding two years, the types of training or employment in which they were placed and the number of such individuals who were moved into unsubsidized employment.

Prime sponsors must submit the plans to the Secretary of Labor who determines whether they meet the requirements of the Act. At least 45 days before submitting, each prime sponsor must allow at least a 30 day review and comment period. The governor, the state employment and training council,

and the prime sponsor's planning council's comments and recommendations are transmitted to the Secretary of Labor. The comment period permits other appropriate groups and the general public to review the plans and offer their suggestions. The Secretary may disapprove all or any portion of a plan and the prime sponsor has the opportunity to remedy any defects.

Provisions for community input are also guaranteed after planning; each prime sponsor is required to establish and maintain a grievance procedure for handling complaints about employment and training programs.

Prime Sponsors' Responsibilities and Contracts with Community-Based Organizations (CBO)

CETA regulations include strong and specific language encouraging prime sponsors to use community-based organizations (CBOs) to operate employment and training programs and supportive services. This includes administering comprehensive programs of on-the-job training, job development and orientation, counseling, outreach and support services such as medical care, child daycare, remedial education, guidance of personal finances, and basic legal assistance.

Nonprofit organizations cannot, themselves, become prime sponsors; however, prime sponsors contract with these groups to implement CETA programs. Although prime sponsors are responsible for determining the appropriate mix of services and programs, these decisions can be influenced by advocates.

To advocate effectively, it is important for groups and organizations representing people with developmental disabilities to know what the responsibilities of a prime sponsor are. There are over 500 prime sponsors throughout the country, and they are required to:

- submit to the Secretary of Labor an approvable employment and training plan covering the area to be served, the services to be provided, and assurances that the programs will be administered properly and will reach those most in need
- establish a planning council which makes recommendations to government units on the services that fit the needs of their communities, and monitors and evaluates ongoing programs
- elicit the participation of community-based groups which are representative of the communities or significant segments of communities and which provide services in the development of the plan
- provide for appropriate use of services available from state and community agencies

Action Strategies for Organizations

There are nine steps an organization can take to obtain a CETA contract from a prime sponsor in order to operate an employment and training program or service.

Step 1 - Find Out Who the Prime Sponsor Is

In order to apply for a CETA funded contract, one needs to find out the agency and the location of the prime sponsor. To do this, call or write the state planning council. Each area will be covered by either a local, city or county prime sponsor, by a consortium, or by a balance of state prime sponsor. Ask the council for the prime sponsor's name, address and telephone number. Other agencies most likely to know of or act as prime sponsors in local areas may be called Employment and Training Offices or Offices or Departments of Human Development.

Organizations may also check with the mayor's and/or county commissioner's office as well as with the local employment service and/or unemployment compensation board.

Step 2 - Find Out Who the Prime Sponsor's CETA Planner Is

The CETA planner is the key person with whom an organization will deal. Every prime sponsor identifies one or more persons as planners who are a major source of CETA information. The planner may administer the program and play a vital role in decision making as well. It is important to get to know this person.

Step 3 - Make an Appointment to Talk with the Planner

If the prime sponsor is a local one, an organization will probably talk directly with the planner. If the prime sponsor is a consortium or balance of state sponsor, one may be instructed by a planner to speak with another designated person in the local jurisdiction. Tell the planner the purpose of the requested meeting:

- to introduce the agency or organization
- to determine the prime sponsor's funding cycle
- to inquire about CETA programs and services that are presently being funded
- to discuss future funding possibilities

Step 4 - Talk with the Planner about the Four Areas Mentioned

- a) Introduce the agency to the planner, describing its purpose, size, functions. This is an excellent time to present information about developmentally disabled people.
- b) Ask about the prime sponsor's funding cycle. Is it determined by fiscal year or program year, or by the date applications are due? Is it based on the federal

government's funding year (October 1 - September 30) or is the cycle from July 1 - June 30? Not all prime sponsors operate on the same basis.

- c) Inquire about CETA programs that are presently being funded and ask the planner for a list of services and program operators. This information will help save time and avoid the wasted effort of proposing a program that is similar to or duplicates one already offered.
- d) If the organization has a specific program in mind at this time, describe the training goals, population to be served, services to be provided, and why the group wants CETA contracted funding. Since the prime sponsor must justify to DOL that funding requests meet the employment and training needs of the community, demonstrate, through the use of statistics, the extent to which the organization's proposal will meet these needs. Detailed demographic data, income, education and labor force information should support the proposal. The planner can help gather this data.

Step 5 - Become Familiar with CETA in the Area

Since CETA has become an integral part of many local governments' employment and training programs, it is easier to work with CETA if one knows how to work with the governmental system of the state or locality.

- a) Determine the role of the prime sponsor's planning council in the CETA decision making process and learn how to make recommendations at that level. If the council considers funding requests, map out the strategies for assuring

that the organization's requests are known to the council. The planner can help with this and can also furnish the name of the chairperson of the council. (For additional information on strategy planning, see Planning for Action, a module in this series.)

- b) Become acquainted with the overall role of the governing body for the jurisdiction and with the procedure for making recommendations at this level. If the "city" publishes an agenda in advance of public meetings, ask to be placed on the mailing list or find out how to obtain an agenda. Determine how CETA is listed on the agenda, whether by name or as "employment and training activities" or "community services." This may vary depending on the particular aspect of CETA that is being discussed.
- c) Determine the role of CETA in the general budget cycle for the prime sponsor's governing body (for example, the city council or board of supervisors) and the possible influences a group can have in that process by appearing at public hearings to make views known to the decision-makers.

Step 6 - Find Out the CETA Funding Process for the Area

Once again, the planner will be the key contact for this information. Prime sponsors use many variations of funding methods: some fund programs only once a year; others fund incrementally throughout the year; still others have contingency funds in the event that new proposals are brought to their attention. In addition to these variations, prime sponsors have many ways of requesting funding proposals from their communities. Some issue

requests for proposals (RFP) and follow RFP procedures. (See Orientation Module in this series.) In this case, they usually issue specific RFPs in which they seek a program operator for a predetermined program service to be provided, but they may issue a general RFP which solicits proposals that have a broader scope. Ask to have the organization put on the solicitation source list, or other appropriate list, to receive a funding request.

Step 7 - Determine the Method for Submitting the Funding Application

This step depends on the information previously obtained.

Follow the prime sponsor's guidance in this area, but be aware of options. Generally, there will be four ways to submit proposals:

- a) answer an RFP
- b) prepare a presentation for a public hearing
- c) make a direct presentation to the governing body of the jurisdiction
- d) submit an unsolicited proposal

If the organization misses the cut-off date for submitting applications, if the prime sponsor does not request proposals, or if the organization wants to draw the prime sponsor's attention to a funding request, submit an unsolicited proposal at any time.

Step 8 - Complete and Submit the Application

The two most important considerations are timeliness and thoroughness. Justify funding requests based on the fact the proposal is fulfilling a need to serve the underemployed, unemployed and

economically disadvantaged of the community. Get written instructions on how to complete the application. If this is not provided, ask the planner.

Step 9 - Be Visible and Active on a Year-Round Basis

If funded, congratulations! If not, don't give up. Ask why the request was not honored and how to improve and revise the proposal for the next go-round. Be visible and active throughout the year rather than just at funding time. Maintain contact with the prime sponsor to see how the employment and training needs of the community are being served throughout the year.

In Case of Denial and General Complaints about CETA Funding

Before a denial for funding of a proposal is issued, the prime sponsor is required to give 30 days for the contracting agency to remedy defects in the application. An application will not be denied until the eligible applicant is given the opportunity for a hearing. Contract denials should be discussed with the prime sponsor. The Employment and Training Administration of the U.S. Department of Labor, 601 D Street, N.W., Washington, D.C. 20213, may also be contacted when a community-based organization is denied a contract for reasons which it feels are unjustified. General complaints regarding prime sponsors not adequately implementing provisions contained in their submitted plans can be filed with the DOL Regional Office in the area. The Regional Administrator has the authority to require program changes and, if necessary, to withhold the prime sponsor's funds.

TITLE II - COMPREHENSIVE EMPLOYMENT AND TRAINING SERVICES

Purpose and Programs

Title II, considered the "training title," establishes a nationwide program of comprehensive employment and training services for economically disadvantaged persons (the structurally unemployed who lack job skills and work experience) and a public service employment program. Planned and operated by qualified prime sponsors through financial assistance from DOL, the training services may include, but are not limited to:

- recruiting, testing, counseling, work-related remedial education and assistance in developing a personalized employability plan for each individual
- vocational and on-the-job training
- support services that reduce barriers to employment (child care, transportation, health care and medical services, housing assistance, participant-benefit training allowances)
- short-term work experience and placement programs for those who complete training
- transitional employment in jobs providing needed public services

The program includes development and creation of job opportunities, training, education, and other services needed to help individuals secure and retain employment at their maximum capacities. Title II programs are designed to lead to employment opportunities which will help recipients become economically self-sufficient and will contribute to their continued occupational development or upward mobility.

Although program activities should be directed primarily toward placing people in unsubsidized employment, prime sponsors may provide any kind of service or program consistent with the purposes of CETA. This

includes classroom and on-the-job training, work experience, subsidized jobs with public and private nonprofit agencies. Part-time public service employment is available for individuals who are unable to work full-time because of age, handicap or other factors.

Funding Allocated to Prime Sponsors

Under Title II, prime sponsors administer CETA programs within their communities. Funding is allocated to them through a formula based on their previous fiscal year's employment and training funds plus the relative number of unemployed persons in the state compared to the number in all states. Funding is distributed as follows:

- 50% allocated on the basis of state's allotment for the preceding fiscal year compared to the sum received by all states for that year
- 37% allocated to state on the basis of relative number of unemployed persons residing within the state compared to the number in all states
- 12% allocated to each state on the basis of the relative number of adults in low-income families compared to total number in all states

Eighty-five percent of funds available are distributed directly to prime sponsors. The remaining 15% of the funds go to vocational education, to state provided employment and training services, to promote voluntary combinations of prime sponsors, and to be used at the discretion of the Secretary of Labor.

Services to Individuals

Classroom training gives individuals technical skills and information required to perform a job and enhance their employability by upgrading

their basic skills through courses such as remedial education when necessary. Occupational training is designed for occupations in which skills shortages exist and may provide participants with allowances and other benefits. Vocational education services may be supported with funds provided through prime sponsors grants or by specific grants to governors.

On-the-job training is conducted in a work environment that will help individuals learn skills, maximize potential and lead to economic self-sufficiency. Prime sponsors may give funds to public or private employers for the costs of recruiting, training, and support services beyond those which are usually provided by the employer. Trainee wages are paid by the employer.

In order to enhance the employability of people who do not have occupational skills or appropriate work habits, short-term and/or part-time work assignments with public or private nonprofit employers are provided under Title II. This less than full-time work is available for adults who are chronically unemployed, retired, recently discharged military, handicapped, people residing in institutions, and others who recently have not been working in the competitive labor population for an extended period of time. The employer provides wages and benefits comparable to those paid regular public service employees.

Prime sponsors may fund programs of occupational upgrading and retraining of workers by their employers. Geared to meet the needs of individuals operating at less than their full skill potential, these services are designed to result in continued employment for the participants. Community-based organizations may apply for funds to conduct retraining programs.

Individual Eligibility

Economically disadvantaged and unemployed or underemployed individuals may be eligible for Title II services which are also available to specific target groups such as older persons, public assistance recipients, and in-school youth. State unemployment compensation boards, state or local employment service offices or mayor's offices are able to refer individuals to prime sponsors who accept applications and certify eligibility for Title II programs which they operate.

An economically disadvantaged person is defined by CETA as a person who:

- receives or is a member of a family that receives or qualifies for cash welfare payments, or
- has or is a member of a family that has a total family income that does not exceed 70% of the lower living standard income level, or does not exceed the poverty level as determined by the U.S. Office of Management and Budget
- is a child in foster care whose foster parents receive state or local funds for the care, or
- "in cases permitted by regulations of the Secretary, is a handicapped individual living at home or is an individual who is institutionalized or receiving services in, or is a client of, a sheltered workshop, prison, hospital, or similar institution or in community care."

The income of handicapped persons 16 years of age and older shall be computed separately from that of their family when determining whether the individual and/or the family is economically disadvantaged, even though the person may be claimed as a dependent on another's federal income tax return.

(See page 15 for definition of handicapped individual.)

The following categories of people may be considered eligible for Title II training programs:

- persons who are without jobs, who want to work and who are available for work
- persons who have been discouraged from seeking work but are currently available for work
- persons working part-time but seeking full-time work
- persons who are working full-time but cannot be self-supporting without welfare assistance, or who are receiving wages below the poverty level or below 70% of the lower living standard income level

Transitional Public Service Employment under Title II

Transitional public service employment for the economically disadvantaged is mandated under CETA Title II. Subsidized jobs shall be entry level, combined with training and supportive services when available, and designed to enable participants to move into unsubsidized employment. These positions with public or private nonprofit employers may be in areas such as health care, environmental quality, education, child care, public safety, crime prevention and control, rehabilitation, transportation, recreation, maintenance of parks, streets, and other public facilities, solid waste removal, pollution control, housing and neighborhood improvement, rural development, conservation, beautification, veteran outreach and other fields of human betterment and community improvement.

Individual Eligibility

An individual is eligible for public service jobs if the person is:

- most severely disadvantaged in terms of length of unemployment and prospects for finding employment
- facing particular labor market disadvantages including...handicapped

- unemployed for at least 15 weeks and is economically disadvantaged or
- receiving or whose family is receiving Aid to Families with Dependent Children (AFDC) or Supplemental Security Income (SSI) benefits

Applications for transitional public service jobs should be made to state employment security offices or directly to prime sponsors. (See Appendix D.)

At least 90% of the funds which are allocated to prime sponsors must be used for direct wage and employment benefits under Title II transitional public service employment. These CETA funded salaries shall be no less than the federal hourly minimum wage (\$2.90 as of January, 1979). This rate can be increased by \$5.00 a week for each dependent over two, up to a maximum of four. The rate cannot exceed \$10,000 per year unless the Secretary of Labor determines that an upward adjustment is necessary. Wage supplements from other sources are prohibited. CETA employees are entitled to the same benefits, to the same extent, as other employees. These include worker's and unemployment compensation, medical and accident insurance and, where a worker's compensation statute does not exist, health insurance. Because the emphasis of Title II, Part D is on transitional employment, participants may receive these CETA wages for a maximum of 78 weeks in a five year period.

Prime Sponsors' and Program Agents' Eligibility and Responsibilities

Any unit of government which qualifies as a prime sponsor qualifies for Title II transitional public service employment funds, but units of local government or combinations of units need not be prime sponsors to receive this federal assistance. With a population of 50,000 or more a local unit may become a "program agent," a subgrantee. The funds received by a prime sponsor can be passed on to this smaller unit to develop,

administer and monitor public employment programs.

The major responsibilities of the prime sponsor or program agent are:

- the acquisition, distribution and monitoring of funds
- the allocation of funds and jobs to eligible public and private agencies
- the development of a plan for effective implementation of transitional public service employment programs and related services
- the development of new careers and opportunities for career advancement of participants
- the assurance that employing agencies advertise CETA slots to local and state employment agencies
- the assurance that CETA slots are filled

Subcontracts for Community Groups

Prime sponsors and program agents channel funds for jobs to nonprofit organizations that provide a needed public service and/or employment program. In addition, workers hired and paid CETA funds by a local government can be assigned to the staffs of organizations carrying out public service functions. Subcontracts can be granted to a local group for a specific number of public service jobs.

Responsibilities of Nonprofits

Nonprofit organizations with Title II employees are required to report progress made by CETA participants and the value of the job experiences offered by the organizations. It can be quite advantageous for nonprofit organizations to review, analyze and reevaluate CETA employees' job descriptions. For example, the Epilepsy Association of North Carolina obtained a slot funded by CETA Title II, as it operated under the 1973 Act, and kept the slot for two years by revising and rewriting the job

description each year. Linkages between CETA titles do exist and funding can be shifted from one program to another to support eligible activities and participants.

UCP Affiliate Case Study - Application Process and Strategy

The United Cerebral Palsy Association affiliate in Lincoln, Nebraska wanted to add staff members funded through Title II as authorized in the 1973 CETA legislation. UCPA approached the local prime sponsor, which was the employment services agency of the local government, to inquire about procedures to obtain CETA employees. The needs for personnel were explained to the administrator who verified that the organization was providing a necessary public service. The CETA representative set up an appointment with the UCPA executive director and together they explored the best way to use CETA funds.

An application, in letter form, was sent to the CETA prime sponsor by UCPA specifying the positions to be filled, qualifications required for the prospective candidates and job descriptions. The application was reviewed, approved and a contract between UCPA and the prime sponsor was signed.

The prime sponsor referred several candidates to UCPA and these people were given consideration. (If the applicants referred by the prime sponsor were not qualified, an organization could advertise and present its own candidates for consideration by the prime sponsor. These individuals, however, must qualify under CETA Title II criteria.) The Lincoln UCPA made a final choice of employees from the candidates furnished by the prime sponsor. The staff was increased by three client service representatives, one secretary, one assistant, and two public education/resource specialists, comprising 35% of the UCPA staff. The job slots were CETA

funded for one year and were picked up by UCPA in the next fiscal year, as intended under the definition of transitional employment.

In June of 1977, the UCPA in Lincoln applied to its prime sponsor for project funding for an Infant Developmental Center. This project provided a public service, and the same application process was used by the UCPA except that a project proposal rather than a letter of application was required. The proposal included the purposes of the project, staffing needs and operational procedures. All staffing needs would be filled by CETA qualified personnel and salaries would be paid by the prime sponsor. Here though, since the area did not qualify under the existing CETA 6½% unemployment criteria, there was a change: instead of Title II funds, Title VI funds were used.

Although the focus of both Titles II and VI has been modified by the 1978 CETA legislation, the principal of authorizing funding from any one or a combination of CETA titles remains. If a program is not eligible for monies from one title, the local prime sponsor might be helpful in designating an alternative CETA source that would be applicable.

TITLE III - SPECIAL FEDERAL RESPONSIBILITIES

Purpose and Programs

The 1978 CETA legislation states that Title III funds should be used for services authorized under all other titles of the Act. This title directs the Secretary of Labor to make funds available for additional employment and training services for persons who face particular disadvantages in the labor market. Handicapped individuals are specifically included, along with people of limited English language proficiency, women, displaced homemakers, single parents, middle-aged and older workers, youth, people who lack educational credentials, offenders and public assistance recipients.

Programs under Title III should be designed to provide employment, training, and related assistance and support services to help participants secure and retain meaningful employment. Eliminating artificial and other employment barriers is a goal. In addition, specific funding of local workshops to train people who would like careers as self-employed owners and managers of small businesses is mandated.

Native Americans, migrant and seasonal farm-workers, and veterans are named as categories of people eligible for employment and training programs. Title III authorized job search and relocation assistance for economically disadvantaged, unemployed and underemployed persons.

Programs for the Handicapped

Section 306(a)(1) of Title III, Programs for the Handicapped, states that "there is a need for people to provide the special supportive services and removal of architectural barriers required by . . . section 504 of the Rehabilitation Act of 1973 and the Education for the Handicapped Act."

The handicapped are declared to "represent a large percentage of the

unemployed" and the Act states that the "services" will provide meaningful improvement of their lives. The Secretary of Labor is authorized to establish programs to train personnel to work with and assist handicapped individuals.

Although section 306 is not a mandate for specific employment and training programs or services for handicapped individuals, funds for training of personnel to assist the handicapped are authorized. Organizations working with the developmentally disabled should become familiar with the regulations on this section of CETA. It appears that these funds from Title III may be used for a wide range of staff development and training programs. They may be in "any areas of training or education which provide individuals with skills necessary to train or provide assistance to handicapped persons . . ."

Programs Administered by National Organizations

Employment and training programs that are most appropriately administered from the national level, such as programs sponsored by public agencies and private organizations that conduct federally assisted programs in more than one state, are maintained as CETA funded activities under Title III.

In 1977, the Department of Labor put \$20 million into 83 model projects in 37 states to train, counsel and get jobs for about 10,000 people who had difficulty competing in the labor market because they were too young, too old, handicapped, lived in rural areas, or were otherwise vocationally disadvantaged. Known as the National Program for Selected Population Segments (NPSPS) and funded for fiscal year 1977 under CETA Title III, the programs were administered by prime sponsors. Twenty-one projects for handicapped persons received \$6.1 million in CETA funds to develop innovative ways to train, counsel and provide jobs for handicapped persons

in 16 states. Some of these model projects continue today with funding from other sources.

Part B of the current Title III provides for a comprehensive program of employment and training research, demonstration and pilot projects for "unemployed persons with serious problems in the labor market such as . . . handicapped individuals . . ." CETA grants to or contracts with public agencies or private organizations will fund these programs. On-the-job training and apprenticeship outreach programs may link with Title IV Youth Employment Demonstration Programs (YEDP). (See page 51.)

NARC On-the-Job Training Program

A CETA funded on-the-job training program is operated by the National Association for Retarded Citizens in 48 states. It is designed to take people out of institutional settings, sheltered workshops, or public school programs and put them into competitive employment situations. Started in 1966, the project has placed over 15,000 clients in the private sector and about 85% of them are still employed.

NARC encourages businesses to provide job opportunities for persons with mental retardation and points out occupational areas where employment shortages can be alleviated by these workers. The NARC project and an employer enter into an agreement whereby the employer agrees to hire a mentally retarded person at the same rate of pay at which a non-retarded employee would be hired. For providing on-the-job training to the client, the NARC project reimburses the employer a specified portion of the training costs.

All potential trainees are screened and certified to be work-ready prior to referral to employers. This certification means that the individual can perform adequately in a normal work environment and that the person has

had some job training. The project works closely with the employer and with the potential trainee in evaluating the requirements of the work situation and the trainee's needs and abilities. The employer has absolute right of selection and trainees are considered regular employees. The employer also has absolute right to terminate the training. AFL-CIO and other labor unions have indicated their interest in this program and have expressed their desire to help implement it.

The NARC project has made a major contribution toward eliminating some of the employment barriers for persons with mental retardation. It has demonstrated that mentally retarded men and women can hold full-time jobs in competitive industries, while exhibiting a high degree of competence, efficiency and interest in their work. For further information on this OJT Project contact the National Association for Retarded Citizens, 2709 Avenue East, P.O. Box 6109, Arlington, Texas 76011.

Demonstration Projects

The following are examples of CETA funded demonstration projects. The North Texas Planning Regional Consortium in Wichita Falls sponsors a comprehensive work experience-therapy-placement effort. The program calls for the restructuring of production line jobs for 224 to 240 physically and mentally handicapped persons. Participants include long and short-term institutionalized patients, as well as half-way house residents and home-bound persons.

Project Skill in Wisconsin is a research and demonstration project that permits individuals with emotional or mental handicaps to be hired under special provisions of Wisconsin's civil service system. Project directors get waivers from state merit testing and hiring provisions which otherwise would exclude capable mentally retarded people who would not be able to pass stringent oral and written entrance examinations.

TAPS

In 1976, the Epilepsy Foundation of America (EFA) was awarded a CETA Title III promotion and development project contract. EFA established the Training and Placement Service (TAPS) project in several cities and agreed to stimulate, from a variety of funding sources, the development of similar programs in other cities. The mission of TAPS is to increase the employment rate of persons with epilepsy by providing support services and on-the-job training. Designed specifically for persons with epilepsy, these services assist people to get and keep long-term employment. The program has experienced success in providing effective placement services to its clients.

The TAPS client who comes to an employer has had:

- Individual vocational counseling: the TAPS philosophy is to assist individuals to become aware of their assets as well as their limitations. The individual that the employer interviews has engaged in both individual and group vocational counseling.
- Appropriate referral: part of looking for a job requires that the applicant know his/her own qualifications and those of the job. TAPS works with each applicant to determine appropriate employment goals. The persons the employer sees are appropriate referrals, both in terms of interest and capabilities.
- Training: the applicant receives help with job-seeking skills to improve interviewing techniques and to become comfortable, in employment situations, with the condition of epilepsy.

TAPS offers to the employer:

- On-the-job training: for those employers who would find it useful, the TAPS program has money to allow it to pay one-half

of the first 160 hours salary of one of its applicants and one-fourth of the second 160 hours salary to offset training costs of the employee hired.

- Follow-up services: TAPS provides regular contact with both employer and employee. This service, according to EFA, is designed to facilitate positive communication between the two parties; TAPS counselors are available to assist when needed.
- Educational services: the TAPS staff is available to provide educational information about epilepsy to employers and their employees. These services, according to TAPS spokespersons, increase others' understanding about epilepsy as it relates to people in job situations who have epilepsy.

Targeting young people who are either in their last year of high school, are recent graduates, or school dropouts, EFA works with school systems, communities and employers in six cities (Atlanta, Cleveland, Minneapolis/St. Paul, Portland, San Antonio, and Boston) and several satellite cities to develop part-time on-the-job training opportunities for 700 people with epilepsy. The range of services includes identification of youth, evaluation, job preparation, on-the-job training, full-time placement and follow-up.

Employment opportunities are developed under an on-the-job subcontract with employers, with full-time employment as the ultimate goal. Training costs can be paid by TAPS and vocational assessment can be undertaken although this would not be TAPS funded. Great care is taken to place the participants in those jobs that persons with

epilepsy can perform without danger to their health or well-being.

This \$674,000 contract is funded in full by the Department of Labor with CETA Title III monies. The Project Director is located in EFA headquarters in Washington, D.C., with six local coordinators in designated cities. The major activities of the project staff are:

- solicitation of local prime sponsors for the TAPS program in order to obtain acceptance and cooperation throughout the community
- establishment of positive productive relationships with schools to identify students and former students who might be aided by the project
- establishment of positive productive relationships with employers to identify job placements and to arrange for employer-employee awareness programs
- specific training for enrollees in the project according to their needs
- constant monitoring of the community to assure that enrollees are being placed in realistic employment situations with career potential
- an evaluation system to assess individual and overall project effectiveness

The project has been funded for one year periods from 1976 to the present. Activities conducted throughout the project include an emphasis on community education and involvement to ensure continuation of services.

There are TAPS project offices in the following cities: Atlanta, Cleveland, Minneapolis, Portland, New Orleans, San Antonio, Boston; satellite offices in Duluth, Savannah, Lexington, Baltimore. For further information contact: John Niemitz, TAPS Director, 1828 L St., N.W. Wash., D.C.

Apprenticeship Outreach Program (AOP)

Purpose and Programs

The Apprenticeship Outreach Program (AOP) is an affirmative action program that recruits, refers and places minority persons who want to enter the building and construction trades or other skilled crafts.

The program was designed primarily to serve racial, ethnic and economically disadvantaged individuals and minorities, specifically Blacks, but including Indians, other Native Americans, and the Hispanic community. The handicapped are not a designated group under this program; however, the mandate of section 504 of the Rehabilitation Act of 1973 clearly prevents AOPs from discriminating against an individual based solely on handicap.

AOP programs operate in about 100 cities across the nation. Major program sponsors include the Recruitment and Training Program, Inc. (RTP) in approximately 27 cities; the National Urban League (NUL) which sub-contracts to local Urban Leagues in League Education and Advancement Programs (LEAP) in 37 cities; the Human Resources Development Institute (HRDI) of the AFL-CIO which serves as an active national resource, guidance, and technical assistance agency for 22 building trade councils and their local projects in their respective jurisdictions; the United Automobile, Aerospace, and Agriculture Implement Workers (UAW) in 25 states; and the International Association of Fire Fighters (IAFF) in seven cities.

In addition, some 17 other projects are sponsored by local organizations including the State of New Jersey; Cincinnati Preparation and Recruitment Employment Program; Negro Trade Union Leadership Council, Philadelphia; Advocates for Women, San Francisco; Anchorage Building and Construction Trades Council; Apprenticeship Opportunity Foundation,

San Francisco; Bay Area Construction Opportunity Program, Oakland (California); Mexican American Opportunities Foundation, Los Angeles; Community Affirmative Action Program, Pasco (Washington); Southern California Areas Construction, Santa Ana; Trade and Union Leadership Council, Detroit; United Progress, Inc., Trenton (New Jersey); Valley Area Construction Opportunity Program, Sacramento (California); Denver YMCA; Latin American Task Force, Chicago; Wisconsin Division of Apprenticeship Training, Madison.

Services to Individuals

Services to individuals under the AOP are counseling, tutoring, trade orientation, refresher courses (math, science) interview practice and other assistance for entry into industry, such as apprenticeship placement.

AOP operates hundreds of programs throughout the United States which attempt to develop systematically a supply of qualified minority applicants within existing apprenticeship training systems to:

- aid minority youth in gaining entrance to all construction trades
- help minority youth enter apprenticeship programs of trades traditionally closed to them

Services in AOP, as defined in the CETA regulations, do not include supplemental and health services. Developmentally disabled applicants must search for other sources of financing (or other federal and state programs) or develop support services with their prospective employers.

For organizations, past experience has shown that a range of \$45,000 to \$60,000 is sufficient to establish and operate an AOP for a 12 month period, based on an average cost of \$1,500 per trainee. An AOP contract will normally be 12 months; however, up to 18 months may be approved

at the discretion of the Office of National Programs (ONP) of DOL.

Administrative items normally allowed in the cost reimbursement contract for an AOP consist of such items as administrative salaries, staff travel, insurance, bonding, office rental, supplies and equipment, telephone, bookkeeping. Technical assistance will also be provided to a sponsor to support the implementation and the successful and efficient operation of the program.

Individual Eligibility

Individuals who are underemployed, unemployed or economically, racially or ethnically disadvantaged, the primary recipients of AOP, must meet the age, physical, mental and educational requirements of the specific occupations the persons want to pursue. The Office of National Programs of DOL, 601 D Street, N.W., Room 6308 PHB, Washington, D.C. 20013, (202) 376-6093, can be contacted to assist in locating programs. There are no regional or branch offices of the ONP.

Most registered apprenticeship programs are in skilled occupations which may demand strenuous physical and mental skills that a severely developmentally disabled individual may not be able to master. However, as in the Apprenticeship Training program, there are occupations in which the developmentally disabled may register. The individual or counseling advisor would have to check an occupational index which has apprenticeship programs. (See Appendix F.) In the last few years, with the decrease in apprenticeship openings in the construction trades, the ONP temporarily broadened the target group for AOP services. Added to the original mandate were placement of individuals in manufacturing and other industries and placement of women in non-traditional jobs.

Program Approach and Project Sponsors

Project sponsors are nonprofit organizations whose constitution and by-laws permit them to carry out the aims and objectives of an AOP. The sponsoring organization must have the support of labor, management and the minority community and apply to a CETA prime sponsor for a contract to engage in a program of positive recruitment to find, enlist, prepare qualified candidates in apprenticeship job opportunities.

Each AOP is designed to bring together labor, management and the minority community, in a particular geographic area covered by a collective bargaining agreement, to work toward equal employment opportunities through apprenticeship programs. For example, an organization such as a chapter of the Epilepsy Foundation of America, the United Cerebral Palsy Associations, Inc., The National Society for Autistic Children, or the National Association for Retarded Citizens, provides employment and counseling support services. Should the organization have the backing of and contacts in labor unions, businesses, and a minority community, it could become an AOP sponsor to pool the young people of the community, developmentally disabled or not, to place them in apprenticeship programs.

The principal responsibilities of an organization sponsor under this program are recruiting, motivating, and assisting primarily minority youth to meet the basic qualifications necessary to pass entrance requirements for apprenticeship and assisting them in making applications for the apprenticeship openings.

The DOL does not encourage the developmentally disabled to apply for apprenticeships under this program because of the physical and

mental requirements of the building and construction trades. However, since the program is not limited to these industries, groups working as project sponsors may obtain federal assistance under this program in placing qualified developmentally disabled individuals in apprenticeship programs. Prime sponsors designate organizations who have applied for contracts as official AOP project sponsors.

A mandatory requirement for the sponsoring organization is the establishment of an advisory council. The function of the council is to advise and to assist the sponsor in accomplishing the program objectives by making recommendations. The council must consist of an equal number of representatives of labor, management and the minority community.

Planning and Strategy

Churches, schools, civil rights groups, service clubs, local employment offices and private employment agencies, youth organizations, social agencies, veterans organizations, and local news media are only a few of the community groups which should be encouraged to publicize, promote and sponsor AOP programs. DOL retains the right to designate the geographic areas in which AOP will operate. No contract will be issued by a CETA prime sponsor unless a geographic area shows promise of placing at least 30 individuals in apprenticeship slots.

When an area is designated as a potential site of an AOP, labor, management and the minority community will be encouraged to support the program and to participate in selecting a sponsor who has developed a proposal following guidelines of the ONP. The proposal should establish an apprentice placement goal that is realistic for the area to be covered, and detail the scope of the work to be accomplished such as tutoring, counseling, recruitment tests and interview preparation.

A cost reimbursement contract is then signed by the sponsor and the ONP, through the CETA prime sponsor, or with the assistance of the local Bureau of Apprenticeship and Training, field representatives of DOL.

National On-The-Job Training

Purpose and Programs

The National On-The-Job Training Program was originally authorized under section 204 of the Manpower Development and Training Act. This was later replaced by Title III of CETA which continues to authorize OJT to provide occupational training for unemployed and underemployed persons who cannot reasonably be expected otherwise to obtain appropriate full-time employment. Like the programs previously mentioned, primary recipients of OJT are individuals who want on-the-job training and organizations interested in obtaining federal assistance to establish OJT.

For individuals, OJT is designed to provide on-the-job training directed toward meeting individual needs. Participants are trained in skilled and semi-skilled service occupations, enabling them to get and advance in permanent jobs in the future.

Organizations who want to be program sponsors enter into contracts with ONP DOL. The groups are usually trade and business associations, industrial corporations, national and international labor unions, and private and nonprofit agencies. Under OJT they can receive funds to provide services to individual applicants as well as to reimburse instructors, pay administrative costs, buy supplies, provide supplementary classroom education and trainee allowances and supportive services.

The OJT program involves two approaches:

- basic OJT which consists almost exclusively of on-the-job

training at a worksite, with some remedial education provided in special cases; length of the training is related to the skill level of the occupation where the training is being conducted, but most assistance periods are a maximum of two years - coupled OJT which consists of a combination of on-the-job and other types of training, with additional support services provided depending upon the individual's needs. In other words, occupational training, supplementary classroom education, cash allowance, supplies and other support services may be provided.

Sponsors participate on a "commitment to hire" basis but training and support services may be provided before the trainee is actually hired. The total program must be designed to meet the enrollee's needs in order to qualify for either initial entry or skill level advancement. Usually the program's features include orientation (desirable in order to assist the trainee to adjust to the initial days of training) and job-related education which could include basic or remedial reading, writing, arithmetic, and communication skills required for the satisfactory performance of the job. Both basic and coupled OJT programs are designed to have the enrollee continue to be employed by the employer after completing training.

Individual Eligibility and Application Process

Individuals eligible for services under this program must be over the age of 16, unemployed or underemployed, and unable to obtain appropriate full-time work without training. Other qualifying criteria may also be used depending on the training and the sponsor. Those seeking to become trainees must be referred to the program sponsors by a state employment security agency. (See Appendix D.)

Individuals seeking training in all occupations except the following may apply: occupations dependent upon a commission as the primary source of income; sewing machine operators of the garment and apparel industry; bartenders; professional occupations requiring license (however, nurse training is permissible); intermittent seasonal occupations.

Sponsor Eligibility and Application Process

An organization is eligible to sponsor an OJT program if:

- the organization is national in scope, or multi-regional
- has the capacity or ability to operate an OJT program
- is awarded a contract with the federal government for an OJT program depending upon the proposal it submits for such a program

Written proposals must be submitted to the ONP and each should describe all training and supportive services to be provided including the number of hours of training to be furnished to each trainee. The proposal will be evaluated in terms of the benefit to trainees relative to employment and working conditions. Further terms of consideration will be the design and adequacy of training to be provided, the organization's awareness of the needs of the unemployed and underemployed, the capability of the sponsor to operate the program effectively and the projected costs measured against the benefits to be gained.

After negotiations between the organization and the ONP are completed, the sponsor will enter a cost-reimbursement type agreement which allows the sponsor to implement the program. The contract is intended to compensate the sponsor for additional costs incurred beyond those he would have in training regular employees. These costs would be for training which the sponsor would usually not offer. Presently, contracts are being provided for 12 to 18 months and they may not exceed 24 months.

Planning and Strategy

In motivating groups to sponsor OJT programs, advocates could cite the following advantages that the programs provide:

- opportunities for large labor organizations to provide effective job opportunities
- opportunities for firms with limited resources to undertake training in cooperation with trade organizations
- encouragement for organizations to develop and support training programs with initial staff and other resources provided through national contracts with federal assistance
- standardized training over a multi-state area

It is recommended that a prospective sponsor establish a relationship with the Office of National Programs of the Department of Labor, with the Department of Health, Education and Welfare, and with state employment service offices to assure maximum coordination of program activities. Recruitment of disadvantaged individuals will ordinarily be done by state employment service offices based on job orders issued by employers. The state employment service office must certify that those proposed qualify to participate in the program. Other sources of referral may also be used.

If institutional training is to be offered, it normally must be provided by Skill Centers, if any are present in the area. Skill Centers are suppliers of educational services to manpower training programs. They were created by amendments to the Manpower and Training Act. In order to carry out this provision of the Act, full consideration must be given to the use of Skill Centers for job related education.

National On-The-Job Training is one of the primary vehicles which handicapped individuals can use for apprenticeship and job training. It is open to persons of all ages. Whereas there are well-defined guidelines to be met in the Apprenticeship Outreach, Apprenticeship Training and Job Corps programs (discussed in other sections of this Module), the OJT program is open to the widest interpretation of entrance qualifications under Title III of CETA and it can be used most effectively to place developmentally disabled people, young and old, in job training activities.

Recommendations have been made by the Department of Labor that individuals personally approach employers in their local areas to establish OJT programs. Normally, the Department of Labor's Office of National Programs contacts employers but individual personal contact is deemed by the ONP to be effective as well.

TITLE IV - YOUTH PROGRAMS

Purpose and Programs

Title IV provides a broad range of coordinated employment and training programs to improve the future employability of eligible youth. The employment problems of youth differ from those of older workers both in nature and magnitude. Young people suffer from both current and future employment problems. In the short run, the income loss due to unemployment, underemployment and low-paying jobs may prevent them from contributing to their families' income, from establishing independence, or from financing future education. In the long run, the lack of work experience can inhibit the development of skills, appropriate work attitudes and habits, as well as favorable employment records. These deficiencies are linked to what is known as structural labor market problems: lack of education, skills, experience, and proximity to available jobs; also, discrimination exists. Some groups of youth suffer disproportionately from many of these problems; the handicapped are certainly among them.

Developmentally disabled youth may be eligible for Title IV Youth Employment Demonstration Programs (YEDP) which establish a variety of programs for youth to "learn and earn" and lead to meaningful employment opportunities. The main programs are: Youth Incentive Entitlement Pilot Projects (YIEPP); Youth Community Conservation and Improvement Projects (YCCIP); Youth Employment and Training Programs (YETP); Youth Employment Incentive and Social Bonus Program (YEISBP). In addition, promotion and development projects and special programs and activities (under Title III) such as the National Apprenticeship Outreach Program and the National On-The-Job Training Program offer opportunities for handicapped youth. (See pages 41 & 46.)

YIEPP

Youth Incentive Entitlement Pilot Projects (YIEPP) are designed to test the effect of year-round structured part-time work experience as an incentive which might encourage economically disadvantaged youth to complete school. Youth, ages 16-19, whose families are at or below the poverty level and who are high school or equivalency enrolled students residing within the prime sponsor's area are eligible.

The project guarantees part-time employment and/or training which is not to exceed an average of 20 hours per week and not to last less than 6 months nor more than 9 months. (It also offers full-time or part-time summer employment.) Projects are operated by community based organizations, nonprofit voluntary youth organizations, nonprofit private associations, units of local government and other groups of demonstrated effectiveness which have a knowledge of the needs of disadvantaged youth. The program allows for wage subsidies to employers in the private sector to encourage them to provide employment and training opportunities.

All prime sponsors are eligible to apply for entitlement project funds and the regulations of the 1977 YEDPA law state that "No otherwise eligible youth shall be excluded from participation because of any mental or physical handicap... unless medically certified as unable to obtain a high school diploma or equivalency." The prime sponsor must make every effort to ensure participation and may not segregate such youth from regular program activities, but must redesign these activities to meet their needs. Nevertheless, these regulations seem to exclude most people with mental retardation or autism.

YCCIP AND YETP

Both the Youth Community Conservation and Improvement Projects (YCCIP) and the Youth Employment Training Program (YEIP) are operated by prime sponsors.

Handicapped youth who experience severe handicaps in obtaining employment are specifically designated as a recipient group for these programs, projects and activities.

YCCIP offers disadvantaged youth well supervised work in community conservation and improvement projects that produce tangible benefits to the community. Removal of architectural barriers to access for handicapped persons is specified as an example of a community improvement project. The program encourages the development and provision of jobs along with the attainment of academic credit for competencies gained from employment. Community based organization participation is stressed and groups should submit conservation and improvement project applications to prime sponsors. Applications should describe the training and skill development opportunities for participants and the work to be accomplished by the project. Prime sponsors planning councils and youth councils must have an opportunity to review, comment and recommend action on applications.

It is the intent of YETP to make a significant long-term impact on structural unemployment problems of youth by providing useful work experiences in a wide variety of community betterment activities. Projects are to be carried out by neighborhood and community based organizations that have demonstrated capabilities to provide employment and training services. Prime sponsors are to target the majority of the YETP resources for projects employing youth, ages 16-21, who experience difficulties in obtaining employment, are unemployed, underemployed or

in school members of households with current gross family income not more than 85% of the lower living standard income level. Some of the appropriate YETP services are outreach, assessment and orientation, occupational information and career counseling, activities promoting education to work transition, literacy and bilingual training, high school equivalency, job sampling in the public and private sector and supportive services.

Title IV specifies that prime sponsors should establish youth councils to provide advice on program goals, policies and procedures. The councils should make recommendations on program plans, analyze the need for employment and training services and monitor programs. Non-governmental agencies that serve youth are represented on these councils.

YIESBP

The Youth Employment Incentive and Social Bonus Program (YIESBP) authorizes funds in not more than 10 areas of high youth unemployment for providing incentives to private industry to establish additional employment opportunities for youth without significant previous employment experience. A bonus of not more than \$2,500 per year is available to employers who have employed 5 eligible youth for at least 35 hours per week for a period not less than 1 year.

A youth is eligible if economically disadvantaged, unemployed, and has no previous work experience; participation in the program is limited to 18 months and youth are paid by the employer at a rate equal to the prevailing rate of pay for the occupation. As with the other youth programs, information and applications are available at CETA local prime sponsors or employment offices.

Job Corps Purpose and Programs

The Job Corps is a program designed to "change the lives of young

people with serious problems and few prospects at home," according to descriptions in federal publications. The idea of Job Corps is based on the belief that youth need a change in environment and a variety of educational, health, personal, social, and supportive services in order to make the most of job training. To meet these needs, young men and women live in residential centers which offer a variety of services or participate in intensive programs at non-residential centers.

The availability of residential training distinguishes Job Corps from all other federal employment and training activities. Established in 1964 by the Economic Opportunity Act, Job Corps is now authorized under Title IV of CETA. It has some 60 centers, from Puerto Rico to Hawaii, including civilian conservation centers located in national parks and on other public lands in rural areas, and residential centers located in or near cities. (See Appendix E for Job Corps Centers.)

Each Job Corps center serves youth, primarily from its own and neighboring states, and gears its training programs for local job markets of the area. Programs are designed to provide a well supervised setting with remedial education, skill training, on-the-job work experience, health services, and social redirection sessions available at most locations. Many enrollees may require education along with job training; nearly two-thirds are high school dropouts. They are provided with courses geared to individual needs and learning pace, from general living skills and basic education through high school and equivalency. Participants may remain in the Job Corps for a maximum of two years.

Training may include automotive and machinery repair, food services, electronics assembly, electrical appliance repair, construction and metal trades, printing, transportation, health services, child day care, clerical and business skills, retailing cosmetology and additional occupational skills currently in demand. Union preapprenticeship training is offered.

A Job Corps enrollee receives room and board, transportation, clothing, books and other learning supplies and a cash monthly living allowance not to exceed \$60 per month during the first six months of training and \$100 per month thereafter, and a readjustment allowance after satisfactory performance in a program for at least 90 days.

Individual Eligibility

To enroll in the Job Corps, a prospective member should go to a state employment agency or inquire at community social service agencies or schools. Parental permission is necessary for minors. Eligibility requirements are:

- age 14 through 21 and economically disadvantaged or a member of a family which is disadvantaged except that the maximum age limitation may be waived in the case of any handicapped individual
- in need of training and related services in order to secure and hold a job
- living in a culturally deprived or disruptive environment
- has the capabilities needed to participate successfully and benefit from the program and is free of medical and behavioral problems so serious that the individual could not adjust to the training

Although the last requirement could be a barrier for participation by handicapped youth, (it has been challenged in some states under section 503 and 504 of the Rehabilitation Act of 1973), it remains part of the 1978 CETA law which now includes the handicapped in describing eligibility criteria.

A spokesperson in the national Job Corps Health Office indicates

that every effort is being made to "screen in" handicapped persons who might benefit from the program. Nevertheless, he adds that placement possibilities dictate what training courses the centers offer and some unions are inclined to exclude handicapped workers from their pre-apprenticeship and job placement programs.

Although the spokesperson is unable, at this time, to document statistics, he stressed that some centers are accepting persons with epilepsy and with cerebral palsy if they have "vocational potential." He stated that decisions concerning health factors when considering an applicant's eligibility are made by a special health review division within the Job Corps.

In the past, some residential centers for handicapped persons were in the process of being organized but recently, according to the spokesperson, the focus has been on "mainstreaming" participants. Some centers have been adapted for physically handicapped, with access barriers removed. These modifications were initiated to comply with section 501 of the Vocational Rehabilitation Amendments and to accommodate handicapped staff and trainees.

It appears that the current CETA legislation has removed a clause from the former Job Corps regulations which restricted applications to those who have "no history of serious health problems that would jeopardize their own safety and that of others." The health questionnaire for applicants, which remains in use currently, does include specific inquiries about handicapping conditions. These questions may be in violation of section 504 of the Rehabilitation Act and they may not coincide with the intent of the new CETA legislation. When the '78 CETA regs are

finalized, this questionnaire might be revised.

In addition, the Screening and Admissions Guide (1976) used by Job Corps staff states that: "The applicant must have sufficient mental ability to benefit from the program as evidenced by a judgement as to the applicant's learning potential from the school or another community resource qualified to make this judgement. The source of the recommendation and the information on which it is based must be included in the application." The guide also notes: "Screeners should remain alert to the fact that Job Corps is not geared to meet the needs of those who are unable to learn, and legislation requires that this judgement be made prior to enrollment." Another paragraph reads:

The applicant must not have a health condition (medical, mental health or dental) which represents a potentially serious hazard to the youth or to others in the Job Corps, results in significant interference in the normal performance of the Job Corps duties, or requires frequent or prolonged hospital treatment. Major health rehabilitation is not a function of the Job Corps.

It is anticipated that the guide will be revised but whether or not specific content will be changed is unknown at this writing.

Strategy For Job Corps Enrollment

Even though current Job Corps guidelines for both mental and physical health requirements may make it difficult for developmentally disabled people to enroll, youth in need of the services and capable of benefiting from the program are strongly encouraged to "test" the restrictions by applying to become trainees. Advocates can assist by citing to staff

who are responsible for determining eligibility that section 504 of the Rehabilitation Act of 1973 bars federally funded programs from discriminating against handicapped people. In addition, CETA of 1978, (P.L. 95-524) section 301, specifically names the handicapped as a target group of the employment and training programs, and a nondiscrimination paragraph in the legislation echoes section 504.

Standards for the National On-The Job Training program, which offers services similar to Job Corps are more flexible than those for Job Corps, and this might allow a more successful placement for developmentally disabled youth. (See page 46 for OJT.)

TITLE VI - COUNTERCYCLICAL PUBLIC SERVICE EMPLOYMENT PROGRAM

Purpose and Programs

Title VI provides for temporary public service employment programs when the national rate of unemployment exceeds 4%. Funds will be made available to support jobs for a specified percent of the unemployed who do have work experience and job skills and are capable of holding jobs.

Prime sponsors or program agents are responsible for selecting project applicants to operate the programs in which at least 80% of the funds will be used for direct wage and employment benefits. In fiscal year '79, at least 10% of the monies from Title VI will fund counseling and supportive services, and 5% will be available for these purposes thereafter. Employment projects may operate for not more than 18 months unless a prime sponsor determines that they should be extended.

Services

Title VI offers services to organizations and to individuals that are similar to those available under Title II. The major difference in focus is less emphasis on supportive services in Title VI than in Title II. Public service employees may receive up to \$10,000 annual wages and the same benefits as those received by regular employees in similar positions. This Title VI salary may be minimally supplemented based on a complex formula.

Title VI explicitly permits prime sponsors to subcontract with local community organizations to operate temporary public service employment programs. In fact, DOL issued a guideline during the summer of 1977 which strongly suggested that prime sponsors reserve one-third of Title VI project funds for community based organizations (pre-1978 regs). In addition, organizations in need of staff increases may apply to prime

sponsors for funds to pay new employees if the positions fulfill needed public services. After discussing proposals with prime sponsors, organizations will be requested to submit requests in writing for review and determination of eligibility.

Individual Eligibility

To be employed in a position supported by countercyclical funds, an individual must meet the following qualifications:

- unemployed for at least 10 out of the 12 weeks immediately prior to application
- unemployed at the time the eligibility determination is made
- member of a family whose income does not exceed 10% of the lower living standard income level or
- receives or is a member of a family receiving AFDC or SSI

Applications for Title VI public service employment jobs are accepted at state employment security offices and/or prime sponsors. (See Appendix D.)

Advocacy Strategies for CETA-Funded Employment and Training Programs

CETA documents emphasize that advocates can inform a local prime sponsor about issues concerning the vocational and educational needs and the job skills of developmentally disabled individuals. Advocates can provide information necessary for the preparation of a prime sponsor's annual plan and funding proposals. For example, an inventory of public service employers (or industries) in which developmentally disabled people can be placed and funded by CETA, and an indication of which of these are major sources of employment, could be compiled. Identification of appropriate occupations for developmentally disabled persons as well as advice on preferred training conditions and desired employment

opportunities could be presented to a prime sponsor. Advocates can seek representation on a state employment and training planning council.

The developmentally disabled and their advocates have the right to review and comment on a prime sponsor's annual plan for transitional and for countercyclical public service employment programs and related services. In the process of review and comment, it is possible to offer information about the needs of developmentally disabled individuals. According to CETA regulations, each prime sponsor must publish a summary of state plans and grant applications 30 days before these documents are submitted to the Regional Administrator (RA) of DOL. This period allows time for comments which are forwarded by the prime sponsor to the RA. Under existing regulations, the prime sponsor must acknowledge the comments and the RA must be sure that all parties to which a grant applies have had the opportunity to participate in this process.

When reviewing grant applications, the RA determines that the grant is in accord with the plan and that both comply with CETA and other governing regulations. In addition, the RA assures that identified needs and priorities are met by the prime sponsor; performance goals stated in the application are reasonable in light of past programs; appropriate arrangements have been made to involve both the population to be served as well as community based organizations in the planning process through representation on planning councils.

The opportunity to register disagreement or concern does not end with grant or plan approval by the RA. If an advocate believes, at any time, that there are violations of CETA aims and regulations, a complaint/allegation may be filed with the Regional Administrator's office. After

an investigation, if the prime sponsor is in violation of the law or its regulations, the DOL office instructs the sponsor to remedy the situation. If this is not accomplished within a reasonable period of time, a hearing may be called to ascertain the cause of the problems and to suggest potential remedies.

Through vigorous advocacy, prime sponsors, businesses and industries, and public service employers can be encouraged to place persons with developmental disabilities in public and private sector jobs.

TITLE VII - PRIVATE SECTOR OPPORTUNITIES FOR THE ECONOMICALLY DISADVANTAGED

This title was added to CETA by the 1978 legislation. It seeks to involve the business community in increasing private sector employment opportunities for disadvantaged people, and in developing and implementing CETA programs.

In order to receive funds under this title, a prime sponsor must establish a private industry council composed of representatives from industry, business, labor, community based organizations and education institutions and agencies. The council's function is to consult with the private sector to encourage their participation in activities which would augment Title II such as on-the-job training, small business intern programs and apprenticeship training programs.

TITLE VIII- YOUNG ADULT CONSERVATION CORPS (YACC)

Title VIII establishes a Young Adult Conservation Corps (YACC) operated largely by the Departments of Interior and Agriculture. Public employment services, other public and private agencies, and prime sponsors refer applicants to the Corps.

Eligible youth must be unemployed 16-23 year olds who are interested in paid employment in conservation work. Participants are limited to a maximum of 12 months service in both residential and non-residential conservation camps. Youth may not enter either just between school terms or leave school solely for the purpose of joining the program. Community based organizations can participate in the program only by referring applicants to the Corps for enrollment.

For Further Information

Regulations, descriptions and general information about all CETA programs can be obtained from: Office of National Programs
Employment and Training Administration
Department of Labor
601 D Street, N.W., Room 6402, PHB
Washington, D. C. 20213
(202) 376-6130

To determine regional application of CETA programs, contact any of the 10 regional offices of DOL in Boston, New York, Philadelphia, Atlanta, Chicago, Dallas, Kansas City, Denver, San Francisco and Seattle. (See Appendix B for regional offices.)

SECTION III

THE APPRENTICESHIP TRAINING PROGRAM

This section describes the Department of Labor apprenticeship program, its services and eligibility requirements, and planning strategies for organizations interested in sponsoring the program.

APPRENTICESHIP TRAINING PROGRAM

Purpose and Program

In 1937, Congress passed the National Apprenticeship Law, popularly known as the Fitzgerald Act, to "promote the furtherance of labor standards of apprenticeship...to extend the application of such standards by encouraging their inclusion in contracts of apprenticeship, to bring together employers and labor for the formulation of programs of apprenticeship, to cooperate with state agencies in the formulation of standards of apprenticeship..."

This Act set the pattern for today's system of federal government assistance in apprenticeship programs which continue to grow and change to meet the demands of our present-day technological and social systems. For example, women, rural populations, the disadvantaged and the handicapped are large groups of people recently being drawn into apprenticeship programs. This pool of potential workers had previously been left out of the main areas of employment. New national programs and policies have begun to focus on correcting this deficiency by training and opening up improved job opportunities for these groups of people.

To help open the way into skilled crafts and trades, federal regulations on nondiscrimination in apprenticeship were put into effect by the Secretary of Labor. Policies and procedures for equality of opportunity without regard to race, creed, color, national origin, sex or occupationally irrelevant physical requirements have been established in programs registered with the Bureau of Apprenticeship and Training (BAT) of the Department of Labor (DOL). Most state apprenticeship agencies have adopted the federal requirements.

Apprenticeship is a combination of on-the-job training and related technical instruction in which workers learn the practical and theoretical aspects of the work required for a skilled occupation, craft or trade.

Programs are conducted by employers, often jointly with labor unions. Related technical instruction is given in vocational schools and junior colleges and sometimes by home-study courses.

Training periods range from one to six years with most trades requiring three to four years. Apprentices are paid while they train on the job at progressive wage rates. Upon successful completion of an apprenticeship program, the apprentice is certified by the employer and recognized by the state as prepared to continue employment in the occupation. Usually the employer will continue to employ the apprentice after certification, but there is no guarantee of this action.

The Apprenticeship Training Program administered by BAT offers advice and consultation to stimulate and assist industry in the development, expansion, and improvement of apprenticeship training programs in the skilled crafts and trades. BAT establishes minimum standards and criteria and issues certificates of completion to program participants.

Services to Individuals

Services of the program are available to individuals seeking apprenticeship and to employers and unions seeking technical and other information to establish apprenticeship programs. Written and oral evaluation of applicants is usually done by prospective employers, the union or by a joint committee of management and union (if one is established). Aptitude tests may be given and school records may be checked. The main purpose of this examination is to help screen out individuals who do not have the ability, solid interest and other qualities necessary to succeed in specific occupations.

An individual is given credit for previous work experience in the following way: "The apprentice's experience in an occupation will be evaluated and appropriate credit will be allowed on the terms of apprenticeship for such

experience. The apprentice who is allowed credit for previous experience will be advanced to the wage level appropriate to the amount of credit." Over 29 states, plus the District of Columbia, the Virgin Islands and Puerto Rico, have established apprenticeship agencies authorized by BAT. Each agency obtains policy guidance from apprenticeship councils composed of employers, labor and public representatives. (See Appendix B for regional information centers and Appendix C for state and local centers.)

Services provided by employers and unions to applicants who become apprentices are paid on-the-job training and classroom sessions to supplement the training.

Individual Eligibility

Individuals interested in becoming apprentices must be at least 16 years old and satisfy the apprenticeship sponsor that they have the ability to master the trade and to complete satisfactorily the required hours of classroom instruction.

As presently administered and designed, the Apprenticeship Training Program does not encourage the placement of handicapped individuals in all apprenticeable trades, nor does it require the employer (or any other agency) to provide support services such as transportation, counseling, attendant services, health and medical care, food and nutrition programs. Other sources of funding would be necessary for these support services.

Local and state employment offices provide application information on apprenticeship programs available in specific areas. It is also possible to request information directly from employers and labor unions.

Another key source for application and information are apprenticeship information centers. These centers have all the necessary information about the 425 apprenticeable occupations which are covered in registered programs. (See Appendices B and C.)

Employers and Unions Participation in Apprenticeship Programs

Services to employers and unions include technical information on training methods and community training facilities, advisory services on solving problems of apprenticeship administration, and assistance in the development of affirmative action plans. This program also provides funds to employers and to unions to help subsidize the costs of establishing apprenticeship programs which are based on the procedures and standards recommended by BAT.

Vocational educators at the state, county and municipal levels of government are able to assist in arranging for necessary related instruction courses and field representatives of BAT provide assistance in the development of apprenticeship programs, working with local employers, unions and state apprenticeship agencies.

Training sponsors pay only what the apprentice is worth in terms of production or services. To find the break-even production time for apprentices:

- if it takes one hour for a skilled worker to do a certain job...and
- it is taking two hours for the average beginning apprentice to do the same job
- then, it is taking the apprentice twice as long to do the same work or the beginning apprentice is only 50% productive

Therefore, the beginning wage should be about 50% of the skilled worker's

wage rate. The training sponsor applies this rate to the first six months of work by the apprentice. This same method of determining break-even production is applied for every six-month period. If, in the second six months, the average apprentice is doing his work in one hour and 30 minutes compared to one hour for the skilled worker, then the wage should be 55% of the journeyman rate. This formula continues up the scale until the final period of apprenticeship when the wage rate should be about 90 to 95% of the skilled worker's rate.

Apprenticeship Training Programs sponsored by employers and labor unions are eligible for registration with the BAT if they conform to standards regarding the scheduled work progress, classroom subjects to be covered and age and educational background of the applicant, and if the training is an "apprenticeable" occupation which

- requires related instruction in addition to on-the-job training
- involves manual, mechanical, or technical skills and knowledge requiring at least 2,000 hours of on-the-job training
- is usually learned in a practical way through structured on-the-job training

Eligible employers should contact BAT to request contracts to establish apprenticeship programs.

Planning and Strategy

Voluntary organizations can lay the groundwork with employers to facilitate program development and can help locate and refer prospective apprentices. In addition, under CETA funding, organizations and groups are entitled to establish apprenticeship training programs. Many BAT apprenticeship activities are CETA supported. For example, in some cases, CETA funds pay for apprenticeship instructors, clerical support, bookkeeping services,

instructional materials and equipment, and for itinerant instructors in rural areas. CETA funds have also been provided by some prime sponsors for recruitment of apprentices, remedial education, tutoring and counseling, reimbursement to employers for training costs and for direct stipends to apprentices in some areas of the country. The DOL BAT Apprenticeship Training Program may link with CETA Title II on-the-job training opportunities and with Title III programs administered from the national level and the Apprenticeship Outreach Program (AOP). (See page 41 .)

A major consideration in developing apprenticeship programs is the existence of labor agreements between prospective employers and unions. If there is no labor agreement and an organization interested in developing a program knows of a prospective employer, the following steps are suggested:

- organize an apprenticeship advisory group made up of production personnel of the prospective employer, one or more foremen and one or more skilled workers
- determine all the knowledge and skill needed for the occupations to be included in the program
- secure the cooperation of the worker and the foremen who will be expected to provide the apprentices with the direction and supervision on the job
- have the advisory group visit the local vocational educational director or school superintendent to arrange for necessary related classroom instruction
- appoint an apprenticeship director to maintain the standards of training prescribed by the committee for the occupations involved, length of training, selection procedures, wages, tests, number to be trained

- write up the basic details of the program as a set of apprenticeship standards; company personnel or training directors could spearhead all the above efforts

If there is a labor agreement and the group has a prospective employer:

- discuss the proposed program with the appropriate union official if the training involves employees who would be covered under the collective bargaining agreement
- set up a joint apprenticeship committee with the union to administer the program; committee should have equal representation of labor and management
- committee should arrange necessary related classroom instruction with local school system, usually through the vocational education director
- committee should agree on a set of standards for training, including occupations, length of training, selection procedures, wages, tests, number of apprentices
- basic details should be written up and approved as the standards of the apprenticeship program
- if the union has no interest in the specific apprenticeship plan, the company should obtain a waiver from the union so that it can adopt the alternate course of action

A union may have a training coordinator or director who could do much of the preliminary work in helping to launch an apprenticeship training program. Under all circumstances, provisions should be made for the signing of an agreement between each apprentice and the proper officer of the training establishment for registration with the state or federal apprenticeship agency. The agreement should contain: address, birthday of the apprentice; name of the employer; wage schedule; length of probationary

period; outline of the work processes schedule; number of hours per year the apprentice agrees to attend classes, subjects, name of school; any special provisions such as credit allowed for previous experience; the signatures of the employer and the apprentice. If a union is involved, its approval is necessary; if a joint apprenticeship committee exists, the agreement should be approved by the committee.

The chief advantage of having an apprenticeship program registered is that the program is nationally recognized and the employer may pay apprentices a predetermined apprenticeship wage rather than the higher journeyman wage.

For Further Information

The following publications are available from the Bureau of Apprenticeship and Training:

- Apprenticeship Past and Present
- The National Apprenticeship Program
- Jobs For Which Apprenticeships Are Available
- Apprenticeship Training - Sure Way To A Skilled Craft
- Equal Employment Opportunity In Apprenticeship and Training

Contact: Bureau of Apprenticeship and Training
 Department of Labor
 Employment and Training Administration
 Washington, D.C. 20213
 (202) 376-6585

SECTION IV

FEDERAL EMPLOYMENT

This section describes the processes by which a disabled person can obtain federal employment (civil service employment). It stresses both competitive procedures, as well as special appointing authorities, and describes the selective placement program.

FEDERAL EMPLOYMENT

Purpose and Description

Working for the federal government is commonly known as Civil Service employment. Jobs within the civil service system include work in offices, national parks, laboratories and hospitals, to name only some. The selective Placement program promotes affirmative action to help handicapped people obtain federal employment. Special appointing authorities are available to make it easier to match the abilities of handicapped individuals with the duties of particular jobs. In addition, handicapped persons can be employed through the usual competitive processes.

Services

The selective placement program is concerned with hiring, placement and advancement of handicapped individuals in the federal service. The program is also concerned with the retention of federal employees who become disabled for the positions they hold but who may qualify for others, or with rehabilitation, may be able to develop the abilities they need to continue in their old jobs. The selective placement program emphasizes abilities and skills as they apply to employment.

Selective placement services are available to individuals through the personnel offices of federal agencies, through agency coordinators for selective placement and through selective placement specialists in area offices of the Civil Service Commission (CSC). In addition, general employment information is available to all citizens through a network of Federal Job Information Centers (FJICs) located in more than 100 cities. Some FJICs have information not only about federal jobs but also about jobs

that may be available in city, county and state governments. For the address and phone number of an FJIC, look in the white pages of metropolitan area telephone directories under "U.S. Government." If there is no listing, the toll free number of an FJIC in the state can be obtained by calling 800-555-1212. (See Appendix G for listing of FJICs.)

In most FJICs there are information specialists who can refer applicants to CSC employees familiar with special employment programs and procedures that are available to assist persons who are disabled.

Eligibility

The federal government employs handicapped people in positions for which they are qualified. There are no restrictions on the types of jobs that are open or the types of disabilities that are acceptable. Judgements are made on a case-by-case basis.

It should be noted that the federal government has had virtually no experience with employment of persons with autism. Advocates are invited to get in touch with the Office of Selective Placement Programs, Office of Affirmative Employment Programs, U.S. Civil Service Commission, Washington, D.C. 20415, (202) 632-4437, in order to provide information about how persons with autism could be helped through the selective placement program and what types of jobs would be best suited to the abilities of persons with autism.

For purposes of federal employment "a handicapped person" is defined as an individual who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. Major life activities are functions such as caring for one's self, performing manual tasks,

walking, standing, hearing, speaking, breathing, learning, and working. Impairments may be physiological disorders or conditions, cosmetic disfigurements, or anatomical loss affecting any of the following body systems: neurological; musculoskeletal; special sense organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin and endocrine. Mental retardation, organic brain syndrome, emotional or mental illness and specific learning disabilities are also covered. The degree to which an impairment limits an individual is evaluated in terms of employability. It should be noted that this definition includes persons who have been (but no longer are) as well as persons who are regarded as being (but are not) handicapped.

Mental Retardation

Individuals with mental retardation may be employed through the usual competitive process; however, most are given excepted appointments under the authority provided by section 213.3102(t) of Schedule A. A vocational rehabilitation counselor must certify the employability of the applicant. In effect, this certification is substituted for a competitive examination. Eligible individuals are those with sufficient mental ability, emotional stability and training to perform in a satisfactory manner the duties of the position to which they are appointed. Jobs and work sites may be modified to provide reasonable accommodation.

Persons with mental retardation seeking an excepted appointment should first establish eligibility for vocational rehabilitation services in the state. (See Vocational Education/Vocational Rehabilitation, another module in this series.) The individual's counselor will then be in a

position to help him or her identify and apply for a federal job for which he or she is qualified. The counselor reviews job requirements and participates in the initial job interviews. After the prospective employer and the counselor have agreed that a specific person is qualified for a specific position, the counselor will issue a certification of the individual's qualifications. The certification must state that the person has the ability to perform the duties of the position, is physically able to do the job safely and is competent to maintain himself or herself in the work environment. A medical report is not required.

Cerebral Palsy

There are no restrictions on employment of persons with cerebral palsy. In cases where the person is severely disabled with cerebral palsy, it may be helpful to go through the state vocational rehabilitation agency in order to get federal employment. Counselors can certify the individual for a temporary trial appointment or continuing employment in the excepted service. Alternatively, individuals with cerebral palsy--like all other citizens--may get federal employment through the usual competitive process. (See page 85 for a description of the competitive process.)

Epilepsy

A history of epilepsy, in itself, does not disqualify an individual from obtaining federal employment. After an applicant's qualifications have been evaluated and a conditional offer of employment has been made, a medical officer investigates to determine whether or not the epilepsy is adequately controlled and the duties of the position can be performed efficiently and without hazard.

The CSC considers control adequate if the person is under a physician's

continuing supervision, the individual no longer needs or is taking medication to prevent seizures and the seizures have been effectively controlled or eliminated by the medication. In most cases, the person's work history is used as a key to indicate the degree of control that has been achieved. A person does not have to be seizure free to be placed in a nonhazardous position, and reasonable accommodation must be provided when (and if) a seizure occurs while on the job.

Once evidence of adequate control is submitted, federal agencies will consider persons with epilepsy for positions that do not require working at heights, around dangerous machinery (power-driven), or in any other environment that would cause the person to be a hazard to himself or herself or others in the event of a seizure. There is no restriction on placement in such nonhazardous positions when the applicant shows that control has been achieved with medication or when there have been no seizures for three months. Regarding hazardous positions, there is no restriction on placement when the applicant has been seizure-free without medication for two years. Requirements for positions involving the operation of a motor vehicle differ slightly in that the person must have been seizure free with or without medication for two years.

Special Types of Appointments

Temporary Trial Appointments- Physically handicapped and mentally restored persons can be employed under various temporary trial appointments, the most popular of which lasts 700 hours (approximately 4 months).

Eligibility for a temporary trial appointment can be determined in one of two ways:

1. For physically handicapped persons, the agency may accept a

certification from a state vocational rehabilitation agency or the Veterans Administration, No employment test is required.

2. For physically handicapped persons, the agency may apply the usual qualification standards for the position concerned, including administration of appropriate tests.

As soon as the appointee has demonstrated the ability to do the job, the temporary trial appointment may be converted to a continuing appointment in the competitive or excepted service.

Excepted Appointments- Appointments in the excepted service differ from those in the competitive service in that the specific position is "excepted" or removed from the competitive system. This means that an individual's abilities are considered in regard to the tasks of a specific job, not an entire class of positions. In other words, he or she is not in competition with applicants who have established eligibility not only for the position in question but also for similar jobs in the same occupational series.

The excepted appointing authority known as Schedule A was developed to allow employment of physically handicapped persons who are disabled in such a way that they may not be expected to demonstrate their qualifications through the competitive system. Eligibility for this type of appointment is based primarily on the severity of the physical impairment, but the effect of the disability on job performance is also considered. A disability may be invisible yet have a severe impact on job performance. Some relatively mild disabilities in combination may constitute an impairment severe enough to disqualify. Factors other than disability may be considered to the extent that they affect the individual's placement. For example, the following may be pertinent: inappropriateness of available employment tests, the effect of attitudinal barriers, disruption of career due to onset of disability, underemployment or denial of opportunity for advancement and the

need for special equipment or modification of the job or work site.

There are two ways that a physically handicapped person may be given an excepted appointment. Whichever is chosen, prior approval of the CSC is required. The options:

1. A 700-hour or other temporary trial appointment may be converted to a schedule A appointment. Among the documents to be submitted are an evaluation of work performance that reflects the proposed appointee's ability to do the job. If the state V.R. agency or the Veterans Administration certified the individual's qualifications for the trial appointment, a copy of this certification also must be submitted.

2. A Schedule A appointment may be made without a prior temporary appointment. In this case, certification from the state V.R. agency or the Veterans Administration is required.

It is important to remember that disability alone is not enough to qualify a person for a Schedule A appointment. There must be evidence that the person is disabled in such a way as to greatly reduce his or her opportunities for competitive appointments to the position involved. This includes an evaluation of the limitation that is placed on the person's overall ability to find and keep a job.

Individuals with mental retardation usually are employed in the excepted service under the authority of Schedule A. Eligible persons are those with sufficient mental ability, emotional stability and training to perform the duties of the job in a satisfactory manner.

How To Apply

There are many avenues to federal employment. For developmentally disabled individuals, the first contact often is the state V.R. agency, which should provide detailed information about federal employment and

selective placement opportunities. It may be necessary to ask the counselor specifically for information about federal employment.

(For further information on vocational rehabilitation, see

Vocational Education/ Vocational Rehabilitation Programs, another module in this series.) It should be noted that many disabling conditions are not considered severe enough to make a person eligible for vocational rehabilitation services. Similarly, some substantial disabilities do not affect employability in such a way that an individual is eligible for an excepted appointment to a federal job. Nonetheless, any handicapped individual is eligible for selective placement services from federal agencies. The selective placement program is concerned with competitive as well as excepted employment.

To obtain selective placement services, handicapped individuals, their counselors or advocates should get in touch with a selective placement specialist (through a FJIC) and selective placement coordinators in the federal agencies in which employment is desired. There are two types of selective placement coordinators: staff and operating. Operating coordinators are concerned with individual placements and specific situations in which handicapped employees work. The operating coordinator provides direct service to handicapped individuals, brings applicants and selecting officials together, knows agency managers and supervisors and the types of positions they have to fill, and has knowledge of rehabilitation organizations and services that can help solve problems when necessary.

Coordinators are advocates. It is the coordinator's responsibility to make his or her agency aware of the abilities of qualified handicapped individuals and to see that equal employment opportunity becomes a reality for them.

For purposes of reasonable accommodation, affirmative action and nondiscrimination, handicapped individuals must be qualified for the employment they seek. With reasonable accommodation--or without it if it is not needed--they must be able to perform essential functions of the job safely. They also must meet experience and educational requirements or the criteria for appointment under a special authority.

The Competitive Application Process

Most federal employees obtain their jobs competitively, through the following procedures:

- An applicant applies for and establishes eligibility on a Civil Service Commission register, either by passing a test (special testing for handicapped individuals is available if needed) or by having education and experience that is evaluated by the Commission.
- When filling a vacancy, a federal agency requests a list of qualified people from the appropriate CSC register.
- If the applicant's name is submitted to the agency as one of those considered most qualified, the agency may then interview and select the applicant for the vacancy.

(See flow chart on page 87__)

Special Testing

A federal agency may not make use of any test or other selection criterion that screens out or tends to screen out handicapped individuals, unless the test is job-related for the position in question and there is no alternative. Agencies are required to select and administer tests that accurately reflect the abilities, rather than disabilities of applicants or employees who have disabilities that impair sensory, manual, or speaking skills.

Competitive examining procedures include special provisions for testing person with disabilities. Arrangements can be made through CSC area offices. In summary, the following accommodations are available:

For blind or visually impaired persons--Individual testing; braille, large-print, and tape-recorded tests; use of abacus for mathematical computations; examiners available to read directions and questions and mark answer sheets; modified version of the Professional and Administrative Career Examination (PACE) and recorded test announcements and sample questions for the PACE.

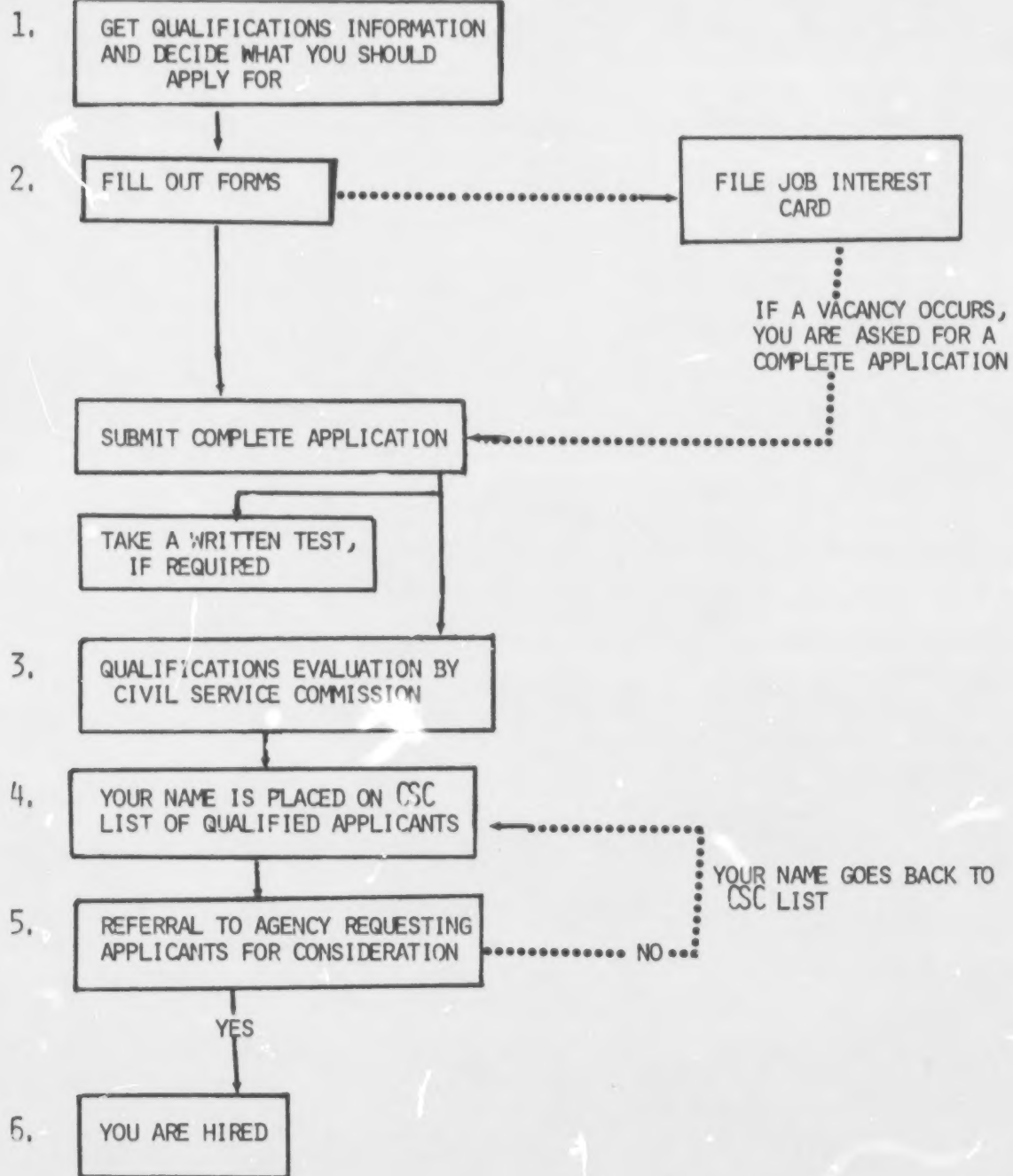
For deaf or hearing impaired persons--Individual testing; sign language interpreter available to explain test procedures and directions for taking tests; waiver of verbal portions of some tests; modified version of the PACE.

For persons with poor dexterity or coordination--Individual testing; extension of time limits; answer sheets with enlarged marking blocks; examiners available to turn pages and mark answer sheets.

Others for whom special arrangements often are made include persons with neurological disorders such as cerebral palsy or multiple sclerosis; persons whose arms or hands are paralyzed or spastic; persons who have suffered brain damage, and persons with learning disabilities such as dyslexia.

THE COMPETITIVE PROCESS FOR OBTAINING FEDERAL EMPLOYMENT

FIRST, SEE AN FJIC OR REGIONAL OR LOCAL OFFICE OF CSC



Nondiscrimination

It is illegal for a federal agency to discriminate in employment against a qualified physically or mentally handicapped individual. Anyone who believes that he or she has been subjected to discrimination on the basis of a handicap may file a complaint with the agency's equal employment opportunity office. An equal employment opportunity counselor must be contacted within 30 calendar days of the date of the incident that gives rise to the complaint or, if it is a personnel action, within 30 calendar days of its effective date.

Nondiscrimination regulations state that the federal government is to become a model employer of handicapped persons. Requirements placed on agencies concern reasonable accommodation, employment criteria, pre-employment inquiries, and physical access to buildings.

For the most part discrimination complaints based on handicap are processed in the same way as complaints based on race, color, religion, sex, national origin or age. The only differences relate to remedies, specifically back pay for applicants, and court action.

The Interagency Committee on Handicapped Employees (ICHE)

ICHE is responsible for addressing policy and program issues that affect affirmative action and nondiscrimination. Established by section 501 of the Rehabilitation Act of 1973, the committee reviews the adequacy of hiring, placement and advancement practices in the federal sector and provides a focus for federal and other employment of handicapped individuals. The committee also provides consultation on employment of disabled veterans as required by section 403 of the Vietnam Era Readjustment Assistance Act of 1974.

Committee members are the heads of seven federal agencies. Sometimes selective placement coordinators are asked to be members of work groups

that analyze issues and develop recommendations for consideration by the committee. In addition, persons with handicaps and rehabilitation professionals often serve as consultants to the work groups.

After January 1, 1979, the Office of the Secretariat of the Interagency Committee on Handicapped Employees will be located in the Equal Employment Opportunity Commission. The move is part of the consolidation of equal employment opportunity enforcement functions under Presidential Reorganization Plan #1.

For Further Information **

Information about jobs in particular states, applications and testing dates can be obtained from a FJIC or by calling the toll free number 800-555-1212 for the number of a center in the state. Information also can be obtained by contacting the state vocational rehabilitation agency, area offices of the Civil Service Commission and by contacting selective placement coordinators in the federal agencies in which employment is sought. For general information on the selective placement program contact:

Office of Selective Placement Programs
Office of Affirmative Employment Programs
U.S. Civil Service Commission
1900 E St., N.W.
Washington, D.C. 20415
(202) 632-4437 or 632-5687

** As of January 1, 1979, the Civil Service Commission will go out of existence and the agency with responsibility for the selective placement program will be the new Office for Personnel Management. The address and telephone numbers will remain the same. This reorganization is taking place under Presidential Reorganization Plan #1 and 2 and the Civil Service Reform Act of 1978.

SECTION V

THE WORK INCENTIVE PROGRAM (WIN)

The purpose of this section is to describe the WIN program and its relationship to public assistance. Services to WIN participants and to employers who hire them are explained.

THE WORK INCENTIVE PROGRAM (WIN)

Background and Purpose

The Work Incentive Program was conceived as an economic and social program to help welfare recipients and their families to become independent by providing employment and help necessary to retain jobs. WIN's objective is to "restore the families of such individuals to independence and useful roles in the community" (Social Security Act, Title IV, Part C Sec. 430). It is authorized by the 1967 and 1971 amendments to the Social Security Act of 1935. The Revenue Act of 1971 authorizes the WIN tax credit, and the Tax Reduction Act of 1975 authorizes the welfare tax credit. (See Benefits to Employers, page 97.)

WIN helps people who receive Aid to Families with Dependent Children (AFDC) to find jobs. WIN assists with both employment and supportive services; it provides job information, help in looking for work, and services like child care and medical aid, as needed.

People who cannot move into regular jobs initially may be selected for paid work expected to lead to regular employment -- either on-the-job training in private industry or WIN supported public service jobs, or they may get work experience or training from WIN or community development programs.

Understanding the WIN program is linked to an understanding of Aid to Families with Dependent Children. AFDC provides cash payments to children and families who are in need of assistance. Payments are made by the state or county governments to children and to their families to help them meet the costs of basic necessities such as food,

shelter and clothing. In addition, AFDC funds can be used for foster care, limited home repair and emergency shelter. This is a program for children; adults are supported in order to care for their children.

Of great importance to the developmentally disabled is the fact that AFDC recipients are generally eligible to receive services from the Title XX Social Services Program, the Food Stamp Program, WIN and Medicaid. As an AFDC recipient, the WIN applicant is automatically eligible and will be required to participate in the program, unless exempt for some reason.

The fact that WIN registrants must be AFDC recipients limits the eligibility of this program to low-income persons. Nevertheless, there are many economically disadvantaged developmentally disabled persons (or their guardians) eligible for AFDC; for example, mothers or fathers who are developmentally disabled, or parents of children who have developmental disabilities may be eligible for AFDC and, thereby, for WIN. Although valid statistics are not available, it is likely that WIN is underused by the developmentally disabled and their families. WIN offers a range of services - employment and training as well as social services - for eligible applicants. These services can enhance the lives of developmentally disabled people but the key is eligibility for AFDC.

The Employment and Training Administration (ETA) of the Department of Labor and the Social Rehabilitation Services (SRS) of the Department of Health, Education, and Welfare are agencies that jointly coordinate local WIN programs in all states, Puerto Rico, the Virgin Islands and Guam, through state employment and welfare services. Registration for WIN, appraisal of work skills, labor market information, job training, remedial education, job development and placement, child care, family planning, counseling, employment-related health care, and other social and employment services are offered.

Services to WIN Participants

Employment and Training Services to Individuals/Families

- on-the-job training and placement
- public service employment
- services to improve employability including work orientation, basic education, skill training, work experience, employment counseling, and vocational testing

After a family applies for AFDC, employment services are determined through an evaluation by the WIN sponsor, the agency responsible for employment and training activities for WIN registrants.

Support Services

WIN social and supportive services include child care, family planning, counseling, employment-related health services and vocational rehabilitation.

Child Care

Day care is provided inside and outside the child's own home for infants, preschool and school age children. The parent's involvement in decisions concerning the appropriate day-care setting may include plans for interim or emergency care. One cannot refuse available care unless she or he can arrange for other day care that is not more expensive than the WIN arrangement. All day care must meet federal interagency day care standards. In addition, cost to and from day care may be paid by WIN. When WIN funded supportive services end, cost for day care can be subsidized in part or full under Title XX-Social Services.

These services could include special arrangements and adequate services needed to care for handicapped children during the day. WIN eligibility regulations state that mothers participating in WIN who can show that it is necessary for them to care for their children

may be considered exempt from WIN employment/training participation and still receive other benefits and assistance.

Family Planning

Family planning services include counseling, birth control education and medical services (such as medication and supplies) provided by a physician. Acceptance of family planning is voluntary and not a condition of any other WIN service.

Counseling

Through counseling, a participating individual is helped with problems that may interfere with employability. Counseling may cover:

- the requirements of the WIN program
adjustments in personal and family life
- home management (such as budgeting, maintenance, food and nutrition, and consumer education)
- housing (such as referral to public housing or other resources and help in reporting housing code violations)
- information and referral to other services (such as family guidance clinics, education and medical facilities, and legal aid)

Employment-related Medical and Remedial Care and Health Care Services

Medical, remedial, and health care services which are not available under Medicaid or other public health programs are funded by WIN if directed toward overcoming barriers to employment that affect one's physical or emotional health. This need is determined during the initial interviewing stages for participation in WIN.

Selected Vocational Rehabilitation Services

If a client needs therapeutic and restorative services to remove physical or emotional barriers to employment, WIN will refer the person

to vocational rehabilitation services. WIN funds these services only when the vocational rehabilitation agency cannot make them available.

Other Support Services

If included in the WIN state plan, and approved by the WIN sponsor, other supportive services may be funded. For families with developmentally disabled members, the potential for supportive services may greatly enhance the family's independence and future self-sufficiency, if qualified for AFDC.

Services and Benefits to Employers

Employers who hire people registered for WIN can receive tax benefits that enable them to get twenty percent tax credit for twelve months' wages paid to the WIN participant. There are two types of credit:

- 1) the WIN Credit for employing registered workers; trade or business employers must employ the worker for at least 90 days
- 2) the Welfare Credit for employing workers who have been receiving AFDC for at least 90 days; they may, but do not have to be WIN registrants. An eligible worker, employed for more than 30 consecutive days on a full time basis, qualifies the employer for credit

Authorized under the Tax Reduction and Simplification Act of 1977, job tax credits are available for employers hiring additional workers. This allows employers to claim a substantial job tax credit against their federal income tax liabilities. The maximum credit per new worker is \$2,100. However, since the employer's normal deduction for wages is reduced by the amount of the credit, the actual tax savings can range from \$630 to \$1,806 per worker, depending on the company's tax. Under this law, a handicapped employee qualified the employer for a special tax credit in addition to the credit otherwise available for hiring new workers.

The employer calculates the credit from a base amounting to 102 percent of the wages which the firm paid in Federal unemployment insurance taxes for the previous year (the first \$4,200 of wages for each worker employed during the year). Last year's base is subtracted from the wages subject to current

unemployment taxes. The employer will be credited half of the difference.

For example, a plant had 20 workers in 1976 and hired 10 additional workers in 1977. In 1976 it paid unemployment insurance taxes on \$4,200 for 20 employees or \$84,000. Its base is 102% of this amount or \$85,000.

In 1977 it paid unemployment insurance taxes on \$4,200 for 30 employees or \$136,000. This is an increase of \$40,320 over its base. Its credit is half that amount or \$20,160. In addition, if two new workers are handicapped people, the firm gets 10% of the first \$4,200 paid to each of these workers or \$840 as an extra tax credit. This raises the total savings to \$21,000.

The Department of Labor is not directly involved in administering the job tax credit but it does help employers take full advantage of the credit. It supplies qualified workers, partially through WIN, but also through other job programs, to fill openings. DOL will help by paying for the training of referred workers. WIN is one of the programs an employer can use for the job tax credit. To apply for a tax credit an employer completes an Employer Eligibility Declaration form and submits it to the WIN office for certification. Once certified, the employer files for the credit on an Internal Revenue Service standard form with the annual income tax submission.

WIN also offers employers a saving of more than half of the new employee's wages during the training period of a government recommended WIN participant. Under WIN sponsored on-the-job training, the employer can be paid for the costs of training new employees from the WIN program. The employer first goes to the local WIN sponsor to discuss hiring needs and to find out how WIN can help the business.

An OJT contract is completed by both the sponsor and the employer. WIN screens qualified applicants and refers them to the employer who makes the final decision to hire.

Once the new employee is on the job, WIN will pay the training costs which can be as high as 50% or more of the employee's time spent in job-related classroom instruction, and 100% of costs for instructors and instructional materials. The employer combines a WIN/OJT program together with a job tax credit, and can save a considerable amount of money by using these subsidies to pay portions of the first year's wages of the new employee. Any private or non-profit organization or public agency is eligible for WIN/OJT contracts, provided that abnormal labor conditions, such as strike or lockout, do not exist.

Eligibility

Only AFDC recipients are eligible to participate in WIN.

The Aid to Families with Dependent Children Program is a federal-state public assistance program. Financial eligibility requirements vary from state to state. Generally, a family will be eligible if it has a low income, minimum resources, and the father is absent from the home and not contributing substantial support. Twenty-six states have expanded eligibility requirements to include families where the father is present, but unemployed. Although uncommon, a single parent family, headed by a male, may also be eligible.

Once a family becomes eligible for AFDC, the parents receive cash assistance in varying amounts, depending upon family size and other factors. The parent is then required to register and participate.

Some adult AFDC recipients are exempt by law from the WIN requirement:

- the sick, disabled or elderly (65 years or over); for an individual to be classified as disabled, the welfare office must verify that a physical or mental impairment prevents the individual from engaging in employment or training. The impairment must be determined by a physician, by a licensed or certified psychologist
- people caring for a sick or disabled member of their household; the welfare office must verify that a physical or mental impairment, determined by a physician or a licensed or certified psychologist, requires that individual's presence in the home on a full-time basis, and that no other appropriate member of the household is available
- children under 16 and up to 21, if they attend a school full-time
- mothers or other women caring for children in homes where fathers or other male relatives participate in WIN
- people who live too far from a WIN project to participate

People who are exempt may volunteer for the program. Usually, about twenty percent of those exempt do volunteer, and as long as they remain exempt, they can leave the program at any time, still receiving AFDC assistance. However, other WIN participants (those who are not exempt) may lose their AFDC assistance if they leave the program, especially without good cause.

Application Process

Individuals apply to the local or state public assistance department. They must bring information about their financial resources including income assets, rent receipts, etc. Single women who are parents and apply for AFDC must permit the state to identify and locate the father of the AFDC eligible child in order to collect court ordered payments for the child's support.

Child support from a father who is not present in the family can be collected through the Internal Revenue Service. If the father is a federal employee, with the military, or receives federal retirement benefits, and/or Old Age Survivors and Disability Insurance, his wages or benefits may be garnished to enforce his obligation to support the child. Mothers receiving AFDC are required to register for work and training under WIN once the youngest child reaches age six.

The application process for WIN eligibility begins with the determination by the welfare agency's staff of whether an AFDC applicant is exempt from the WIN requirement. The staff refers non-exempt individuals to state employment services or other WIN sponsors for registration. Registrants are then evaluated for employment potential by both the welfare agency and WIN sponsor. An employability plan is established for each registrant specifying her/his training, education, and support service needs. If the individual needs additional training due to lack of a job skill, she or he may be placed in a job training program and/or in an OJT position.

Rights and Appeal Procedures Under WIN

WIN participants have basic rights and responsibilities. Reporting to assigned work and taking part in activities planned for the participant are two important responsibilities and, at times, two of the greatest problems. If an individual is scheduled for work training and does not attend or drops out without good reason, he/she may be "deregistered". This could lead to a cancellation of AFDC. However, before an individual is deregistered, he/she is entitled to a hearing to present reasons for not participating.

Other rights of the individual under the law are:

- the right to dispute the decision that one must register for WIN
- the right to turn down a job that does not meet certain standards
- the right to refuse inappropriate child care
- the right to equal opportunity and fair treatment in his/her work or training

The first step in any grievance procedure is to talk to the staff of the local WIN sponsor. Many complaints and problems are usually resolved at this point, in an informal manner. If the person does not find a satisfactory solution, a formal protest can be submitted to the WIN sponsor. Complaints about discrimination at the worksite receive special consideration under equal opportunity laws of the Department of Labor. However, other forms of grievances are handled through an impartial review and hearing.

If, at the local level, an individual cannot find the answer to a problem, he/she may request a hearing before a state hearing officer. The welfare agency is normally responsible for resolving disputes about the exemption from registration while other disputes are handled by the local WIN sponsor. Procedures must be initiated within specific time limits determined by federal regulations.

Someone who has received a "Notice of Intended Deregistration" from the WIN sponsor can ask for a hearing from the local WIN staff. Necessary forms are then completed by the person or the staff within 10 days after having received the notice. The hearing then must be held from 10 to 30 days after the individual has been notified of his/her hearing. During this time, AFDC payments will continue to be given to the individual. At the hearing itself the individual can be represented by counsel and use the testimony of witnesses.

The hearing officer will provide written notification to the person within 10 working days after the hearing. If the decision is to cancel AFDC cash assistance, the person has another 10 days to make an appeal along guidelines presented by the officer. These guidelines vary from state to state. A state appeals board then makes a determination within another 30 days after the person has received the written decision from the hearing officer. If the individual is still dissatisfied with the decision of the board, the appeal can then go directly to the National Review Panel in Washington, D.C.

Although AFDC payments are continued throughout the appeals procedure, WIN incentive and expense payments are lost. During the appeals procedure, WIN staff continues to work with the client, usually in the form of counseling sessions which the person is required to attend. If the individual changes his or her mind, WIN participation is still available without repercussions for previous action taken. If deregistration does occur, the person can reregister after being uninvolved in the program for 90 days and requalifying for AFDC.

State and Local Planning

Every year state welfare agencies and state WIN sponsors jointly develop a WIN state plan. This plan identifies the geographical areas of the state where WIN operations will be carried out. The plan also summarizes local WIN plans from the various regions within the state.

In addition to local WIN programs, the number and types of positions that will be developed for institutional training, on-the-job training and public service employment are included. Support service needs, the way to meet them and an assessment of available resources

are also anticipated. Rules and procedures governing participation, attendance, conduct, disputes, notice and opportunity for a fair hearing, and any state appellate review are also included in the plan, as well as descriptions of the relationship and coordination between the WIN program and complementary programs such as CETA and the Title XX employment program.

The planning process usually involves cooperation between the WIN sponsor and the welfare agency unit at the national, regional, and state and local levels. The process on the local level is similar to that of the state level; the local WIN sponsor and state welfare agency jointly develop the plan. Once a local plan has been approved, it is sent to the state WIN sponsor for review and approval.

Planning Strategies by Individuals and Advocates

Since WIN participants are also AFDC recipients, the major benefits for individuals and families are financial assistance and employment and training opportunities. Of even greater importance to the parent of a developmentally disabled child from a low income family is that the handicapped child may be eligible for SSI benefits and the other children may be eligible for AFDC. The family then would be financially assisted by both AFDC and SSI.

It is unlikely that a parent of a handicapped child eligible for AFDC will be referred to the Social Security Administration to apply for SSI. However, if the first contact is with the Social Security Administration to determine eligibility for SSI for the handicapped child, the Social Security worker must determine which program (AFDC or SSI) is most advantageous to the family. Therefore, advocates need to inform their clients that a family may receive both SSI and

AFDC, SSI for the handicapped member and AFDC for the non-handicapped children. The income from each program is not counted when considering financial eligibility for either program.

To summarize, WIN is an employment program available to those who receive Aid To Families with Dependent Children (AFDC) assistance. Not only does WIN provide employment and training services but it also provides a variety of support services to assist the family in becoming independent.

People with handicapping conditions who have low incomes may be eligible for AFDC and, if so, would be able to take advantage of the WIN program. The low income parent of a handicapped child who is eligible for Supplemental Security Income (SSI) may have other children who would be eligible for AFDC. This eligibility for AFDC would entitle the parent to WIN participation, thereby assuring a realm of social services as well as employment.

Organizations serving developmentally disabled people can also take advantage of the WIN program by applying to the local WIN sponsor so that a staff position can be filled within the organization by a WIN participant.

For Further Information

For pamphlets and other information, contact the local office of the state employment service or the appropriate Department of Labor Employment and Training Administration Regional Office. The WIN Handbook, used by WIN personnel, contains valuable detailed information and is available for public inspection at any WIN office. Information may also be obtained from the headquarters office of the National Coordination Committee, Work Incentive Program, Washington, D.C. 20213, (202) 376-6694.

SECTION VI

TITLE XX FUNDED PROGRAMS

This section gives descriptions of two employment and training services that can be funded with Title XX (Social Services) dollars: employment-related services for eligible social service recipients, and training funds that can be used for professional development and training.

TITLE XX - EMPLOYMENT AND TRAINING-RELATED SERVICES

Under the Title XX (Social Services) program, many states provide a variety of training-related services. Although it is necessary for advocates to study their own state's Comprehensive Annual Services Plan (CASP) for Title XX to find out what services are provided, many do provide a variety of employment and training-related services.

Title XX allows the states to develop a service plan with very few restrictions set by the federal government. (For a detailed look at the entire Title XX program, see Social Services, a module in this series.)

Training for the developmentally disabled can be viewed on a continuum ranging from self-care, daily living skills training to technical, vocational and other training preliminary to competitive employment. Title XX, at the option of each state, can provide training services and job placement services on the entire range. The services are labeled differently from state to state. They may be called "Educational and Training Services," "Employability Services," "Employment and Training Services," or any similar name.

The Department of Health, Education and Welfare, Office of Assistant Secretary for Planning and Evaluation, prepared a summary of all state services plans for fiscal year 1978 which defines employment and training services. "Education, employment and training services provide various educational opportunities and increase an individual's employment potential. Typically, they include counseling, training in basic skills, work orientation and job placement." For example, clients served by UCPA of Cincinnati, who were previously evaluated as too severely disabled for vocational services,

now, with Title XX support, fully staff and operate a community bakery known as "The Turtle Bakery." The clients who work at The Turtle Bakery are supervised by a baker, a vocational counselor and a social worker. Title XX employment and training funds, therefore, are filling a gap in employment services.

Depending upon the individual state, sheltered employment may be viewed as a training service, an employment service, or a special service for the handicapped.

Eligibility

Eligibility for Title XX employment, education, and/or training services varies from state to state. Many states restrict eligibility to those people who receive Aid to Families with Dependent Children, Supplemental Security Income, Medicaid, or those who fit into that state's definition of "income eligible." Federal regulations define income eligible people as those whose incomes are between 80% and 115% of the State's median income. Within that 80% to 115% range, the states have flexibility in defining "income eligible." Also, for special segments of the population, such as the developmentally disabled, states may have an even more liberal financial eligibility for certain services. However, those special arrangements must be designated in the State Plan. (See page 113 on planning.)

In 1977, many states provided Title XX services specifically to the developmentally disabled and some of these special services involved sheltered employment and other vocationally-oriented services. The following states, according to an unpublished FPIAP survey of 1977 Title XX plans, provided vocational services targeted to the developmentally

disabled for that fiscal year.

California	Work Activity/Workshop
Connecticut	Special Education, Training and Support Services
Delaware	Daytime Care and Activities for the Mentally Retarded
Florida	Training and Related Services
Georgia	Special Day Care and Training (MR only)
Hawaii	Evaluation of Vocational Potential (DD)
Idaho	Sheltered Workshop Services
Illinois	Day Training for Special Needs
Indiana	Day Program for the Developmentally Disabled - Self Support Day Activity for the Developmentally Disabled
Iowa	Sheltered Environment - Sheltered Workshop
Kansas	Habilitation and Rehabilitation
Kentucky	Work Center Activities Sheltered Workshop Services
Maine	Work Training (MR only)
Massachusetts	Extended Employment Services Sheltered Workshop Services
Minnesota	Employability Services
Nevada	Education and Training
New Jersey	Work Activity Education and Training
Oregon	Sheltered Workshops
Pennsylvania	Employment Services
Rhode Island	Vocational Service (MR only)
South Dakota	Prevocational Training
Texas	Day Activity and Training Service Sheltered Employment

Vermont	Day Activity Employment Services
Virginia	Training to Maximize Independence Sheltered Workshop
Washington	Sheltered Workshop
West Virginia	Education and Vocational Training Sheltered Workshop Employment Services
Wisconsin	Sheltered Employment

Eligibility requirements and the program services change from year to year under Title XX. Even though a service may be targeted to the developmentally disabled one year, the next year it may be deleted unless it is specifically entered into the state plan. Citizen advocacy is the only route to maintaining services already in place for the developmentally disabled or to adding needed services for the next program year.

Application Process

Each governor has designated an agency to administer the state's Social Services Program. (See Appendix J.) The agency will require that individuals seeking employment and/or training services fill out an application form to obtain information about the applicant's financial status. In most states, eligibility is linked to one of four things:

- 1) an individual has been found eligible for Aid to Families with Dependent Children (AFDC)
- 2) an individual has been found eligible for Supplemental Security Income (SSI)
- 3) an individual has an income which is between 80% and 115% of the state's median income or less
- 4) an individual is developmentally disabled and requires an

employment and/or training service which has been targeted to the developmentally disabled as a group, even if that individual's income is higher than than allowed for the income eligibles (#3 above)

When an individual is found eligible for AFDC or SSI, the Department of Welfare (in the case of AFDC) and the Social Security Administration (in the case of SSI) will notify the Title XX agency of the individual's eligibility for services. In these cases, therefore, a separate application for Title XX may not be necessary.

Planning and Funding

The planning component of Title XX is exceedingly important. There is a requirement that the Title XX planning agency seek citizen input. (For details of this planning process, consult Social Services, a module in this series.) The importance of the planning process in Title XX is that it permits the administering agency essentially to remake the plan every fiscal year in response to citizen input and changing state priorities. Advocacy groups can study their proposed state plan to determine whether employment and/or training services appropriate for the developmentally disabled are proposed for the next fiscal year. If they are not included, written comments or oral testimony at citizen hearings can present evidence to the Title XX agency that this is an important priority. Should the final plan not include a service which was recommended, the plan must address the issue and explain why.

Title XX is a formula grant program in which the federal government provides 75% of the cost of a state's social services program and the state provides 25%. It is not an open-ended program, however. For fiscal year 1979, there is a \$2.9 billion federal ceiling imposed on

Title XX expenditures (excluding \$200 million targeted for day care) which is divided among the states according to a population formula, \$3.15 billion for FY 1980 and \$3.45 billion for FY 1981. Past funding created hardships in many states which require more than the federal government can provide. Many states have spent far beyond the 25% of their state's total expenditures, and the excess goes unmatched by federal dollars. The increases in the federal ceiling should alleviate at least part of this hardship. It is important to remember that one rationale behind the provision of employment and training services is that the ultimate goal is independence and self-sufficiency to the maximum extent of a person's capabilities.

State Stories

What follows is a brief catalog of some state's employment and training services for FY 1978. States which provided such services in fiscal 1977 are included as well, even though current data was not available. However, existing services may not be included in future or FY 1979 plans. Individual state plans need to be consulted.

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ARIZONA
1978

Special Services for Developmentally Disabled Individuals

Definition: to provide counseling, casework, employment and community group homes to assist developmentally disabled individuals in the development of their potential.

Components: counseling with the client, family or caretakers; sheltered employment; group community homes to include developmentally-oriented training experiences; room and board costs in excess of SSI payments; job placement and referral; social and training adjustment service; speech therapy; occupational therapy; guardianship services.

Eligibility:

ARKANSAS
1978

Employment Services: support activities that bear on removing or ameliorating barriers to obtaining or retaining employment.

Training and Education Services

Definition: systems of activities planned with individuals in order that they may fulfill their intellectual potential through education and training denied to them without positive intervention.

Components: purchasing training services for handicapped individuals in a comprehensive training center; vocational assessment; aptitude determination and guidance; technical training; tutoring; instructions on personal grooming and self-care; casework; moving costs; purchase of day care and special clothing; speech and occupational therapy; room and board.

Eligibility:

CALIFORNIA
1978

Services for Disabled Individuals: a set of activities to persons with specific handicaps for which specialized physical, social and economic help is needed to increase their capacity to function. Components are many, but include sheltered employment for the developmentally disabled.

Employment/Education/Training: a set of activities to recipients for whom there is a reasonable expectation for early employment and for whom investment in education and/or training will lead to such early

employment. Activities include assessment, counseling, planning, advocacy, evaluation of service needs, education and/or training, teaching individuals to upgrade job application techniques and to develop work habits necessary for maintaining employment.

Employment Related Services: a set of activities to enable recipients to overcome barriers to either employability or employment. Activities include assessment and evaluation, coordination with the Employment Development Department, prevocational programs, and the State Department of Vocational Rehabilitation, and various employers regarding recipients enrolled, employed or seeking employment; advocacy and follow-up.

COLORADO
1978

Education and Training: services to help individuals within their capabilities, secure from available community resources education and training that will lead to employment. Activities include arranging for education or vocational training, counseling.

Eligibility: AFDC and SSI recipients.

CONNECTICUT
1978

Special Education, Training and Support Services

Definition: services to foster the educational opportunities of those affected by socio-economic, physical or mental disadvantages.

Components: self-care skills to develop gross and fine motor coordination and to stimulate language development, speech skills and general socialization skills; supporting and maintaining the individual within the educational and development training program; providing developmental experiences and training so that the individual may secure educational advancement or employment; assisting disabled individuals to adjust to the necessities of daily living; residential settings for the mentally retarded; sheltered workshops.

Eligibility: non-residential services are limited to AFDC, SSI recipients and income eligibles with incomes less than 80% of the state's median income. Residential services are limited to mentally retarded individuals who are recipients of AFDC, SSI and income eligibles who have incomes less than 115% of the state's median income. A fee is charged for residential services.

Services to Enhance Employability

Definition: services to develop and/or strengthen the employability of economically, socially, emotionally, physically-disadvantaged and mentally retarded individuals.

Components: vocational assessment, evaluation, counseling, referral, placement, follow-up, pre-job guidance, job training by means of adult education, educational and vocational training, sheltered employment and work activities centers, including transportation, medical and remedial services and room and board.

Eligibility: non-residential services are available to recipients of AFDC, SSI and individuals and families with incomes 80% or less than the state's median income level. Residential services are available to recipients of AFDC, SSI and individuals and families with 115% or less of the state's median income. Fees are charged for residential services.

DELAWARE 1978

Student Mini-Job Training: part-time services performed by AFDC teen-agers, who are attending school, for homeowners of the inner city of Wilmington. Such homeowners must be SSI recipients. The services include simple repairs on homes under the direction of a skilled trades supervisor. Students are taught to make simple renovations or cosmetic repairs.

FLORIDA 1978

Training and Related Services: services to provide aged or disabled adults with formal or informal literacy training, tutoring, adult basic education which is either remedial or compensatory in nature.

Employment: services to provide employment to low income elderly and disabled adults in order that appropriate paid employment or vocational training leading to such employment will be provided.

GEORGIA 1978

Employability Services

Definition: services to enable clients to obtain and/or maintain employment.

Components: employment assessment, employment preparation, job development and training, implementing employability plans; transportation.

HAWAII
1978

Social Rehabilitation Services

Definition: an array of therapeutic activities within a controlled residential or day treatment facility provided to developmentally disabled persons or to persons with serious emotional, behavioral or interpersonal adjustment problems or unmarried mothers.

Components: teaching daily living skills, self-management habits, appropriate behavior, communication skills, money management, personal planning and decision-making; pre-vocational planning and training, including sheltered workshop; provision of 24-hour-a-day residential care as integral but subordinate part of rehabilitation; psychiatric and psychological case consultation; room and board not to exceed 6 months; provision of a protective milieu during part of the day for persons who do not require intensive 24-hour treatment services; link-up and referral to appropriate community resources; transportation costs.

Employment/Training Service

Definition: services directly associated with securing vocational training or appropriate paid employment.

Components: counseling; providing information about sources of training or employment; providing training costs including transportation not to exceed \$33 per month per client. Additional \$11 in transportation costs is available to rural clients commuting to urban areas for work/training (or vice-versa); arranging for supportive services such as day care, homemaker or chore in order to remove personal or family barriers that stand in the way of participating in training or securing employment.

ILLINOIS
1978

Education and Training Services

Definition: services directly related to education which are most appropriate to the capacities of the individual and not generally available without cost within the public school system.

Components: work orientation, basic literacy, adult education and GED education, vocational training, occupational and rehabilitation activities of an educational and therapeutic nature. Payment for tuition fees, books, supplies, lunches and transportation. Cash payments to the individual.

IOWA
1977

Employment/Educational Services

INDIANA
1978

Day Activity for the Developmentally Disabled

Definition: services to mentally retarded and developmentally disabled individuals.

Components: sheltered workshops, work activity centers, supervised community work placement, pre-school services, adult day activities, infant stimulation services, homebound training, recreation. Followup services, casework treatment, counseling, adult daily living skills class and basic education. Round trip transportation, speech therapy, physical and occupational therapy.

Services to school-aged children (6-16) may be provided if the services are non-educational and non-training in main focus and if the child is enrolled and receiving public school education. Education and training may be provided to those 16 to 18 only when waivers are granted on a case-by-case basis by the Division of Mental Retardation and Developmental Disabilities.

Eligibility: Mentally retarded and developmentally disabled persons sixteen years of age or older who are in need of vocationally-oriented programs.

Activity Programs for the Physically Disabled

Definition: activity programs for physically disabled persons, including those with substantial physical or sensory impairments such as speech, hearing and visual impairments, multiple sclerosis, muscular dystrophy or accident injuries.

Components: diagnostic evaluations, sheltered workshops, work activities, supervised community work placement, pre-school services, adult day activities, infant stimulation services, recreational services, and homebound training. Ancillary services include round trip transportation, speech therapy, physical and occupational therapy, casework treatment, counseling, training in adult daily living skills and basic education.

Eligibility: persons sixteen years of age or older who are in need of vocationally-oriented programs due to a physical disability and who have been determined within the past year by Indiana Rehabilitation Services as not eligible for Vocational Rehabilitation training.

KANSAS
1978

Work Adjustment Services

Definition: therapeutic work-oriented activities to handicapped persons in a working atmosphere, for no more than 8 hours per day, five days per week, by licensed and/or certified non-medical, Work Activity and Sheltered Employment Facilities.

Components: training in the development of physical capacities (i.e. sitting, standing and general work stamina) and psychomotor skills (i.e. hand-eye coordination, finger dexterity, book usage); learning experiences and training in interpersonal and communicative skills with supervisor and co-workers, work habits (i.e. attendance, punctuality, dress and grooming); transportation to meet unusual or emergency situations; optional components are counseling, mobility training, learning experience in work-related skills (i.e. payroll deductions, insurance, unions, retirement benefits, awareness of safety practices, counting, measuring, telling time, travel, and money management); meals; transportation to and from the facility; speech therapy; physical, occupational and psychological evaluation and therapy when not available under Title XIX.

Eligibility: AFDC, SSI recipients and income eligibles.

KENTUCKY
1978

Education, Training and Rehabilitation

Definition: counseling in support of education, training and rehabilitation; assistance in securing grants, scholarships, or any other financial assistance; information about educational opportunities, general education and training counseling; assistance in applying for admission to academic training or vocational rehabilitation programs; assistance in obtaining tutors; providing GED to AFDC recipients; fees for books, tuition, supplies, etc. for Department of Human Resources committed children (excluding room and board); assistance to parents, relatives or other individuals to assist the child in taking full advantage of education, training or rehabilitation opportunities; or referral to and acceptance of referrals from vocational rehabilitation of eligible individuals needing these services.

Eligibility: no restrictions.

Adult Activities and/or Work Center Activities Services

Definition: adult activities and work center activities designed to provide maximum growth for developmentally disabled individuals (people who are substantially handicapped by mental retardation, cerebral palsy, epilepsy or other neurological condition closely related to mental retardation).

Components: services to provide social skills, basic motor skills, and other skills; teaching and recognition of warning signs; development of coordination and muscle tone; teaching money concepts; teaching personal budgeting, purchasing and paying bills; teaching appropriate manners and individual respect; development of individual and social skills; recreational pursuits; occupational therapy; speech therapy; psychological counseling that would contribute to emotional growth and physical functioning; providing work exposure; development of basic work habits and skills; or development of expanded tolerance for activity; a proper client-supervisor relationship and an awareness and utilization of community services.

Eligibility: no restrictions.

LOUISIANA
1977

Education and Training ServicesEmployment Services

MAINE
1978

Supportive Services for Adults

Definition: services to make it possible for incapacitated adults to become self-sufficient or rehabilitated to the maximum extent possible.

Components: case study, counseling, preparation and placement, education and training, court activities, information and referral, follow-up and advocacy.

Services to the Mentally Retarded

Definition: services for developmentally disabled children and adults specifically designed to meet educational and training needs.

Components: personal and family counseling, out-patient rehabilitation services, alternative living services for developmentally disabled persons, special education for developmentally disabled children and adults, sheltered employment.

MASSACHUSETTS
1977

Extended Employment Services

MICHIGAN
1978

Education and Training

Definition: services to teach individuals and their families to adapt to their surroundings and assist them to attain the personal development and specific skills necessary for independent living.

Special Component: transportation to and from certified work activity centers or certified sheltered workshops only to disabled SSI recipients and under contract with the department.

Employment

Definition: services to assist individuals and families in exploring full-time and part-time job opportunities consistent with their physical and mental capacities, in removing barriers to such employment, and in securing and maintaining paid and therapeutic employment for which they are qualified by training, skills and experience.

MINNESOTA
1978

Employability Service

Definition: services to assist persons in obtaining, maintaining and improving employment.

Components: vocational counseling, employability testing, college and vocational training, job finding assistance, special employment services for individuals who are handicapped because of some social, economic or mental/physical handicap or health condition.

MISSISSIPPI
1977

Employment Related Service

MISSOURI
1977

Employment Readiness
Educational Service
Educational Counseling
Employment Related Counseling

NEVADA
1978

Employment Services

Definition: services to enable persons to secure and maintain employment.

Components: assessment of needs and job readiness, work orientation, job development, counseling to obtain, maintain and upgrade employment and liaison with community and employer contacts.

Education and Training Services

Definition: services to enable persons to obtain education and training which is not generally made available to the public without cost.

Components: assessment of needs, securing appropriate resource, counseling to obtain and maintain education and training, transportation, liaison with education and training facilities, payment for eligible individuals for specific training related expenses.

NEW HAMPSHIRE
1978

Employment and Training Support

Definition: assistance in determining vocational preference and selection and learning basic skills.

Components: counseling in basic skills to obtain and maintain employment or training appropriate to particular skills and furnishing uniforms, tools, and supplies necessary to obtain or maintain employment or training.

Eligibility: AFDC and SSI recipients.

Rehabilitation

Definition: treatment and training which enables the handicapped or disabled to achieve a level of functioning which will be most conducive to their well-being and economic usefulness and which does not require comprehensive 24-hour care.

Components: assessing needs and capabilities; providing training in self-care skills; providing training and employment in sheltered situations; providing assistance securing employment in the open market; providing instruction in development of good work habits and attitudes; providing counseling to the individual and family regarding his/her handicap.

Eligibility: training, securing employment, sheltered employment, training in self-care skills (adults): SSI Medicaid recipients and income eligibles (\$8,942.00 per year). Basic self-care skills (children and adults): AFDC, AFDC-FC, Income eligible Medicaid (\$17,197.00 for a family of four), families with children with incomes less than \$17,197.00 for a family of four.

NEW JERSEY
1978

Employment Related Services (General)

Definition: a service to enable individuals to secure appropriate paid employment.

Components: assessment, determining eligibility, arranging for/providing needed service, evaluation of service, connecting client with potential employers, minor medical care, on-going counseling related to educational and vocational training, payment of stipends to eligible clients for work performed as part of a service program, referral to and use of public and private employment agencies including rehabilitation centers, sheltered workshops and similar agencies.

Employment Related Services - Work Activities for the Developmentally Disabled

Definition: a work-oriented habilitation program appropriate to the needs of severely disabled individuals whose physical or mental impairment severely limits their productive capacity, which utilizes a combination of work, educational and real-life activities, social interaction and other related experience in a controlled environment to assist them in progressing toward independent living in a productive, vocational status.

Components: need assessment, eligibility determination, arranging for needed service, evaluation of service, counseling, purchasing and preparing meals; providing work, either prime manufacturing or subcontract work, training clients in occupational service areas such as custodial work, food services, lawn and garden maintenance; transportation.

NEW YORK
1977

Employment Services
Educational Services
Adult Welfare Education

NORTH CAROLINA
1978

Employment and Training Support Services

Definition: a service provided as part of an individual service plan to enable individuals to secure paid employment or training leading to such employment.

Components: counseling, vocational assessment, assessment of the feasibility of training in relationship to the total needs of the family, information and referral to training programs and possible sources of employment, arranging for or providing general and specialized diagnostic assessment of health, mental health, learning or other limitations that affect involvement in training or employment; assistance when not otherwise available in meeting the usual expenses of vocational training in technical institutions or community colleges including payment of tuition, supplies and books; provision of lunches, uniforms, tools and other equipment necessary to enable individuals to accept training or employment; transportation needed to apply and interview for employment and to participate in training.

OHIO
1977

Employment and Training

OKLAHOMA
1978

Employment Related Services

Definition: services to help clients obtain or retain employment or to gain marketable skills.

Components: development of self-support plans; job development and referral for training or employment and transportation when appropriate.

Special Eligibility: training allowance or incentives, clothing, room and board and medical examinations, other employment related evaluations are available to AFDC recipients (including parents whose children receive AFDC).

OREGON
1977

Employment and Education Services (a component of Family Self-Support)

PENNSYLVANIA
1977

Employment Service

RHODE ISLAND
1978

Employment Services

Definition: service to enable individuals to secure paid employment or training leading to employment.

Components: counseling and referral to vocational, educational, social and diagnostic assessment in close cooperation with the Department of Employment Security, the Comprehensive Employment and Training Act (with the city of Providence and the Office of Manpower Affairs for the rest of the state), Opportunities Industrialization Center, Work Incentive Program. The development of an employability plan, implementation and follow-up.

SOUTH CAROLINA
1977

Employment Services
Educational Services

SOUTH DAKOTA
1977

Prevocational Training

TEXAS
1978

Vocational Rehabilitation Services

Definition: to provide vocational rehabilitation services to improve the employability and personal functioning of the disabled, handicapped and disadvantaged.

Components: assessment of rehabilitation potential, prevocational training, vocational training, counseling and guidance.

Eligibility: AFDC and SSI recipients, income eligibles below 60% of the state median income.

UTAH
1978

Education and Training Services

Definition: services provided to enable the individual to improve knowledge and skills and to enhance cultural opportunities when such services are not directed toward employment and are not generally available through state or local educational agencies without cost and without regard to the individual's income.

Components: needs assesment, exploring and evaluation of educational alternatives, deciding on educational goals, securing admission to appropriate programs, including tutoring, fees and tuition not paid by state

UTAH
Cont'd

educational institutions; developing needed resources, counseling to support the use of education and training opportunities, mediating between individual and school; driver education; integral but subordinate medical examinations when not available through Medicaid.

Eligibility: AFDC, SSI, Medical Assistance and Income Eligibles

Developmentally Disabled Services

Definition: services which evaluate and assess the handicapping conditions; guidance and counseling for the client and family; selection of and connection to training resources including consultation and referral follow-up; skill training for self-care and self support.

Components: diagnosis, screening and testing; referral to resources and follow-up educating and counseling the client and family; coordinating and supervising the client's living arrangements; advocacy; training for home management; self-care and skills development; sheltered workshop and work activity center training, vocational counseling; temporary alternative living and alternative living and training arrangements; room and board for not more than six consecutive months for any one placement as an integral but subordinate part of the service; provision of integral but subordinate medical and remedial care to include out-patient hospital services, physician's services, services of other licensed practitioners, clinic services, dental services, physical therapy and related services and prescribed drugs, prosthetic devices and eye glasses, when not available through Medicaid; transportation when needed for the delivery of other components in this service.

Eligibility: AFDC, SSI, Medical Assistance recipients and Income Eligibles.

VERMONT
1977

Employment Services

VIRGINIA
1978

Employment Services

Definition: Services to provide significant assistance in preventing or reducing economic dependence.

Components: supportive counseling, referral to community resources.

WASHINGTON
1978

Sheltered Workshops

Definition: workshop services to result in the eventual placement of handicapped clients into gainful employment, to assist such individuals to become self-supporting and self-sufficient.

Components: counseling and guidance, diagnosis and evaluation, physical and mental restorative services to overcome handicaps, training to achieve a job objective, maintenance support if not otherwise available, transportation, tools, equipment, other job supportive services and follow-up services to sustain employment, vocational evaluation of work potential, vocational adjustment to a work environment, extended sheltered employment in the workshop facility.

WEST VIRGINIA
1977

Employment
Educational and Vocational Training

WISCONSIN
1978

Sheltered Employment: non-competitive employment in a workshop, at home or in a regular work environment.

VERMONT
1978

Employment Services

Definition: and Components: job development and job placement, training.

Eligibility: unemployed fathers receiving AFDC.

Summary

It is evident that states offer a wide range of employment-related and training programs, many of which are available to the developmentally disabled as a specific group and others which are available to other eligible categories of individuals such as SSI recipients, which include the developmentally disabled. In comparing such services within states from 1977 to 1978, it appears that, due to changing priorities, several

have eliminated employment-related programs. Also, many new states added these services to their 1978 CASP when they did not appear in the previous year.

This fact is crucial for advocates to remember since Title XX services can and do change from year to year. Unless the needs of the developmentally disabled are plugged into the planning for Title XX for each fiscal year, services in the employment and training area may simply slip away, as a state diverts its attention to other groups in need.

Also, the fact that many employment-related services are intended for more generic populations and not just for the handicapped alerts us to the importance of broad based programs which can be used by the developmentally disabled. Sufficient consumer and advocate input into the Title XX planning process can ensure that the generic service approach takes into account the needs of the developmentally disabled.

TITLE XX TRAINING PROGRAMS

Federal funding under Title XX is available to train or retrain personnel who are directly involved in providing social services under the Title XX program. The training may include in-service training and short and long term training at educational institutions. Federal match is available at the 75% rate and may be claimed either inside or outside the states' allotment for services. Since the allotment for services is currently under a federal ceiling, many states claim federal match outside of their services allotment. (Training funds are not subject to the ceiling.) To receive the 75% federal match for training, only the following kinds of individuals may be trained:

- 1) state agency staff in positions which are directly

related to the operation of the Title XX program

2) volunteers to the state agency whose duties are supervised by the agency

3) service delivery personnel employed by providers of Title XX services including personnel in provider agencies who make eligibility determinations. Training for service providers who are not employees of the state agency will be matched with federal funds only when:

- the provider has a purchase of service contract and eligibility determination contract in effect
- the training is directly related to providing services or determining eligibility under the contract
- the provider personnel (during or immediately after training) actually performs a provider service for a period of time at least equal to the training period

4) people preparing for employment in the state agency

5) individual providers currently under contract, such as:

- foster family "caregivers" who need training to provide special services to individuals in the home who are eligible for Title XX services or to prepare the foster family to receive eligible individuals
- family or in-home day care givers to enable them to provide services to eligible individuals in their care or to prepare them to provide such services
- individuals who provide services paid for by Title XX recipients, if the training is related to those services

- foster family "caregivers" whose homes are a resource to the Title XX agency in directly providing foster care services to children and adults

Payments for training may also be furnished to educational institutions in the form of grants if the following conditions are met:

- 1) the institution develops, expands or improves training for employees of the state agency or people preparing for employment with the state agency
- 2) the curriculum, classroom instruction and related field instruction is directly related to the Title XX program and the provision of services
- 3) the grants are for not more than three years, renewable subject to the yearly evaluation conducted by a panel consisting of representatives from the educational institution, the Title XX agency and the Social Rehabilitation Services (SRS) regional office
- 4) grants are available only to post-secondary, undergraduate, and graduate educational institutions and programs, accredited by an appropriate accrediting agency
- 5) the state agency must have written policies establishing conditions and procedures for such grants
- 6) the grant must specify objectives on how the educational program is related to Title XX services and how it is designed to meet the state agency's manpower needs

Financial assistance to trainees is eligible for federal match if:

agency and service delivery personnel who attend full-time training programs for eight consecutive weeks or more have a legally binding commitment to continue to work in the state or

provider agency for an equal or longer amount of time as the period of assisted training

- people preparing for employment in the state agency must be selected by the state agency, accepted by the school, pursue educational programs approved by the state agency, be legally committed to work for the state agency for a period of time at least equal to time in training; if state agency employment is not available, trainee must keep agency informed of employment status for one year

The state agency must offer employment to these individuals during the six months following the completion of training unless precluded by merit system requirements, legislative cuts, position freezes or other circumstances beyond the agency's control. There are other costs which are matchable as training expenditures:

- state agency employees in full-time training for at least eight consecutive weeks may receive salaries, fringe benefits or stipends, dependency allowances, travel and educational costs
- state agency employees in part-time training for less than eight consecutive weeks may receive per diem, travel and education costs
- state agency personnel assigned full-time to training functions may receive salaries, fringe benefits, travel and per diem
- experts from outside the state agency retained for training activities may receive salary, fringe benefits, travel and per diem
- training activities related to the Title XX program such as the use of space, postage, supplies, etc. may receive federal match
- people preparing for employment with the state agency may receive stipends, travel, educational costs

- provider agency employees in full-time training programs of eight consecutive weeks or longer (with no assigned provider agency duties) may receive travel and education costs
- provider agency employees on part-time educational leave may receive educational costs
- provider agency staff development personnel (including support staff) engaged in providing training to state agency or provider agency staff may receive salaries, fringe benefits, travel and per diem
- provider agency training activities for experts outside the provider agency who develop or conduct special programs may receive salaries, fringe benefits, travel and per diem
- the cost of those provider agency training activities directly related to the Title XX program such as teaching, supplies, equipment, etc. may be matched by federal funds
- individual providers and foster parents in part-time training may receive travel and educational costs

There are some activities and costs which are not matchable outside the states' allotment for services, namely administrative costs. Administrative costs are not training expenditures and therefore must come under the states' allotment for services. The following are administrative costs and not training costs:

- salaries of new workers while they are in orientation
- salaries of state agency employees in training programs less than full-time for less than eight consecutive weeks
- salaries of supervisors
- attendance at meetings or conferences of professional organizations
- employment of students on a temporary basis such as summertime

It should be mentioned that even though administrative costs are included as expenditures under the services program, these costs do not appear in the Comprehensive Annual Services Plan (CASP).

Administrative costs appear in the state agency's administrative plan. Training costs are also in the administrative plan and therefore are not open to the same public scrutiny and citizen participation as the services in the CASP. This issue was specifically addressed in the final regulations and, unfortunately, they do not require states to have training plans. Many comments were received from private providers suggesting that a training plan be included since a formal plan was thought to be one method by which private providers could monitor and influence the expenditures of Title XX training funds in their states. Many advocacy groups providing Title XX services, therefore, often have difficulty in learning about the availability of training funds.

There is great variation in the degree to which states make training funds available to providers in the private sector and variation in the degree to which states use training funds at all. The following chart shows states' expenditures for training under Title XX for fiscal year 1977 and estimates for fiscal years 1978 and 1979. From the several documents on state expenditures, there was seen major disparities regarding these expenditures, especially for fiscal year 1977 which was based on past expenditures. Attempts to obtain precise figures, however, have failed. Also, it was not possible to obtain a breakdown by state regarding expenditures for training of Title XX state agency personnel versus private provider personnel.

There appears to be increasing reluctance on the federal level

to encourage use of training funds by providers other than the Title XX agency. This is due, in part, to the fact that there is no federal ceiling placed on Title XX training funds. It becomes the job of advocacy groups on the state level, then, to pursue information on training funds from state Title XX agencies.

STATE AND LOCAL TRAINING Title XX
Federal Share of State Expenditures

States	1977 Actual	1/ 1978 Estimate	2/ 1979 Estimate
Alabama	\$ 680,000	\$ 825,000	\$ 908,000
Alaska	368,000	411,000	209,000
Arizona	452,000	547,000	890,000
Arkansas	126,000	330,000	337,000
California	1,162,000	2,829,000	3,354,000
Colorado	590,000	1,096,000	866,000
Connecticut	2,005,000	4,013,000	5,235,000
Delaware	135,000	194,000	157,000
District of Columbia	129,000	117,000	88,000
Florida	239,000	510,000	652,000
Georgia	1,158,000	1,245,000	1,282,000
Guam	0	0	0
Hawaii	42,000	119,000	113,000
Idaho	157,000	183,000	196,000
Illinois	1,449,000	1,098,000	1,098,000
Indiana	42,000	25,000	30,000
Iowa	145,000	225,000	450,000
Kansas	888,000	1,174,000	1,144,000
Kentucky	2,421,000	1,393,000	2,850,000
Louisiana	1,785,000	1,587,000	1,830,000
Maine	358,000	189,000	300,000
Maryland	1,834,000	1,652,000	2,228,000
Massachusetts	242,000	2,921,000	3,347,000
Michigan	1,377,000	850,000	989,000
Minnesota	943,000	952,000	1,027,000
Mississippi	313,000	604,000	750,000
Missouri	634,000	1,157,000	1,203,000
Montana	1,228,000	1,364,000	1,263,000
Nebraska	125,000	135,000	115,000
Nevada	170,000	254,000	254,000

STATE AND LOCAL TRAINING Title XX

Federal Share of State Expenditures (continued)

States	1977 Actual	1/ Estimate	1978 Estimate	2/ Estimate	1979 Estimate
New Hampshire	25,000		26,000		28,000
New Jersey	800,000		2,692,000		3,225,000
New Mexico	461,000		356,000		282,000
New York	4,408,000		6,926,000		8,535,000
North Carolina	2,461,000		2,699,000		2,759,000
North Dakota	\$ 173,000		\$ 214,000		\$ 223,000
Ohio	1,126,000		1,562,000		1,884,000
Oklahoma	368,000		375,000		375,000
Oregon	1,254,000		1,419,000		1,543,000
Pennsylvania	2,190,000		2,865,000		3,437,000
Puerto Rico	0		0		0
Rhode Island	293,000		250,000		249,000
South Carolina	358,000		787,000		926,000
South Dakota	364,000		277,000		325,000
Tennessee	641,000		1,217,000		1,206,000
Texas	4,786,000		7,815,000		9,573,000
Utah	918,000		995,000		1,200,000
Vermont	207,000		200,000		212,000
Virgin Island	0		0		0
Virginia	106,000		692,000		661,000
Washington	1,205,000		1,591,000		1,478,000
West Virginia	1,123,000		1,441,000		1,276,000
Wisconsin	1,128,000		938,000		1,298,000
Wyoming	159,000		195,000		195,000
Sub Total	45,751,000		63,530,000		74,055,000
Adjustments	+7,356,000		-12,680,000		-2,503,000
Total	53,107,000		50,850,000		71,552,000

1/ Based on four quarters of Grant Awards.

2/ Based on States' latest estimates of requirements made in August and November 1977.

SECTION VII

SMALL BUSINESS ADMINISTRATION HANDICAPPED ASSISTANCE LOANS

Two loan programs known as HAL-1 and HAL-2 provide funds to handicapped business persons and to organizations employing individuals with handicaps. This section emphasizes the application process and eligibility for the programs as well as the terms of an SBA loan.

SMALL BUSINESS ADMINISTRATION - HANDICAPPED ASSISTANCE LOANS (HAL-1 and HAL-2)

The Small Business Administration (SBA), a federal agency created by Congress in 1953, aids, advises and looks out for the interests of small businesses. It is an independent agency providing services and assistance through advocacy, direct business loans, and investment management and procurement assistance to qualifying business organizations.

SBA operates an information clearinghouse which distributes materials on developing and maintaining a solvent organization, and conducts economic studies and evaluations on current and projected business opportunities and needs of small business. It also lobbies other administrative agencies for small business interests, making sure that these interests are heard and that their needs are adequately addressed by the appropriate authority and governmental agency.

The "Small Business Act" (P.L. 92-595) authorizes Handicapped Assistance Loans, an SBA activity having two components that are referred to as HAL-1 and HAL-2. HAL-1 applies to nonprofit organizations and authorizes SBA to loan up to \$350,000 to nonprofits that employ handicapped individuals. Under HAL-2, loans may be extended to the handicapped businessperson.

HAL-1 Eligibility

In order to be eligible, a nonprofit organization must document that it is acting in the interests of handicapped individuals under the guidelines and standards of federal and state laws. These standards can be documented through the by-laws of the organization (or one of its chapters), incorporation papers, and/or verification of tax-exempt status by the state

or federal government. The nonprofit organization also has to demonstrate that it employs, or will employ within the fiscal year for which loan assistance is being sought, handicapped persons who will contribute not less than 75 percent of the total work time required to produce a product. In addition, the organization must also be operating in full compliance with the standards of occupational safety and health as set down by the Department of Labor.

Further criteria for getting a loan from the SBA must be shown in the application by demonstrating that all other possible funding sources, especially private ones, have been tapped without success. The organizations must have been rejected by at least two local banks or private lending institutions. Only then will an application be reviewed and considered by the SBA.

HAL-1 funds may be used for working capital and construction of facilities if a construction grant is not available from other government sources. The loan cannot be used for training, education, housing or other supportive services for handicapped employees. The organization must also be able to assure reasonable repayment.

Application and Strategy for Nonprofits

Nonprofit groups should apply directly to SBA for a loan to operate businesses (such as sheltered workshops). An SBA counselor assists with processing the necessary paperwork and making sure that the group meets all eligibility requirements.

If a bank (which is giving the loan) is located in another geographical area from that of the applying nonprofit organization, all SBA offices must agree to cooperate. Whether an application is approved or denied,

written notification will be sent to the applicant. A denied applicant may request to be reconsidered within six months of its denial by offering new information on which a revised determination may be made.

Case Study

The Cerebral Palsy Research Foundation (CPR) of Kansas applied for a Small Business Administration Loan in May of 1974. Under the direction of Executive Vice President Jack Jonas, the Foundation began its efforts to create an employment environment for handicapped people. It was modeled after the Center Industries program in Sydney, Australia.

Center Industries Corporation (of Kansas City) has been in operation since June, 1975 and presently employs at least 52 people, with an average output of \$800,000. Profits are channeled back into the corporation to expand and support its ancillary services (research, training, housing and transportation).

The program is unique in two ways: first, in compliance with SBA regulations, severely disabled employees are in the majority and work along side non-disabled individuals. Second, Center Industries is a nonprofit organization designed to bid competitively on various subcontracts. The corporation's nonprofit status is of particular interest to those affiliates concerned with employment of the disabled. In an effort to avoid the "sheltered (or protected) workshop" image often associated with charitable organizations, Center Industries is not affiliated with UCPA. Mr. Jonas, Executive Director of UCPA of Kansas and founder of Center Industries, said he believes that it is essential for Center Industries to shake the image of the dependent, noncompetitive sheltered workshop in order to be successful in the business world.

In a recent interview, Jonas observed that the most attractive feature of the Handicapped Assistance Loan program is its three percent annual interest rate, substantially lower than that for commercial loans. In addition, SBA allows the recipient fifteen years to repay the loan, and in many instances grace periods for repayment have been permitted.

From Jonas' viewpoint, one of the most important elements in securing and successfully managing an SBA loan is the development and maintenance of a good working relationship between the prospective grantee and the loan officer. For this reason, he suggests that all applicants make a special effort to develop a good rapport with the staff of the SBA regional office in the early stages of the application process. By increasing SBA's understanding of and sensitivity to the needs of persons with developmental disabilities, and by assuring them of a professional approach to organizing and maintaining a business venture, the likelihood of an approved loan and an ongoing cooperative relationship can be greatly enhanced.

Readers can request a copy of the interview with Jonas, and an article published by Jonas in Rehabilitation World, from UCPA Governmental Affairs Office in Washington, D.C. Center Industries Corporation's descriptive pamphlet contains further information on the SBA program in addition to an outline of the nature of this business concern. It can be obtained from Center Industries Corporation, 2505 South Center, Wichita, Kansas 67217.

HAL-2 Eligibility

For the handicapped businessperson to get loan assistance from SBA, proof of complete ownership and operation by the handicapped individual or individuals must be shown. A doctor's certificate that the individual's

handicap is permanent must be presented and the individual must also demonstrate that he or she is able to engage in normal competitive business without SBA assistance.

Furthermore, the HAL-2 applicant must demonstrate that an SBA loan will not diminish or take the place of contributions from other money sources such as fund-raising activities.

Application Process for Individuals

An individual desiring a HAL-2 loan should apply to the regional, district, or branch office serving the area where the independent businessperson's place of work is located. An SBA counselor will assist an individual with meeting requirements and processing of all forms.

If a participating bank (which actually gives out the loan) is in a location away from the applicant's area, applications may be accepted and processed by the field office servicing the bank's location. However, both field offices, that of the applicant's area and the bank's location, must agree to cooperate. If an applicant is accepted for a loan, the individual will be notified in writing by the district SBA office in the area or that of the participating bank. In the event a loan application is denied, written notification including the reasons for denial will also be sent. An applicant may request reconsideration within six months by offering new information on which a revised determination may be made.

Terms of an SBA Assistance Loan

Both HAL-1 and HAL-2 money may be used for working capital and construction of facilities. The loan cannot be used for training, education, housing, or other supportive services (ambulation or feeding) for

handicapped businessowners or employees.

Interest on loans must be repaid at an annual rate of three percent, and the entire loan must be repaid within 15 years, although regulations allow for grace periods. SBA's share of the loan will not exceed 75 percent of the total amount an applicant is seeking; the applicant must get the remaining 25 percent from other sources. However, exceptions to this 25 percent limitation may be made if the applicant's credit ceiling is less than 25 percent of the total loan. In this case, SBA can extend its participation to a full 90 percent, leaving only 10 percent to be obtained by the applicant.

HAL-2 applicants must meet certain credit requirements:

- good character, as established by SBA
- ability to operate a business successfully
- existing capital investment in the business
- collateral of a type and amount equal to the value of the loan

Section 8(a) Loans

In addition to HAL-1 and HAL-2 loans the SBA also has another loan program for which handicapped individuals and businesses employing them may qualify. The Section 8(a) program provides opportunities for economically disadvantaged individuals to develop and maintain a livelihood by assisting them in business ventures by giving them priority consideration for certain types of government contracts such as procurement. The SBA definition of "disadvantaged" under this program refers to an individual who is culturally, socially, or otherwise disadvantaged. Eligibility for Section 8(a) loans is restricted to disadvantaged persons who own and control a business.

SBA restricts the participation of nonprofit organizations to that of an advisory relationship with approved private applicants. Thus, a nonprofit organization cannot own, operate or control an eligible 8(a) applicant's business.

For Further Information

Further information on Section 8(a) and Handicapped Assistance Loans may be obtained from SBA field offices. (See Appendix H.) Headquarters

Office is: Director, Office of Financing
Small Business Administration
1441 L Street, N.W.
Washington, D.C. 20416
(202) 382-4987

Regulations, guidelines and other materials available are:

- SBA Fact Sheet No. 7, available from SBA, Washington, D.C. 20416
- Handicapped Assistance Loans, Part 118, SBA Rules and Regulations, available from SBA, Washington, D.C. 20416
- Operation Revenue: Orientation - Resource Notebook for Governmental Activities by Harold Benson and E. Clarke Ross, available from United Cerebral Palsy Associations, Governmental Activities Office, 425 Eye Street, N.W., Suite 141, Washington, D.C. 20001
- "Low Interest Loans from the Small Business Administration," A Word from Washington Analysis by Julie A. Fuller, August 1977, Vol. 6, No. 5, available from United Cerebral Palsy Associations, Governmental Activities Office, 425 Eye Street, N.W., Suite 141, Washington, D.C. 20001.

SECTION VIII

UNIVERSITY AFFILIATED FACILITIES (UAF)
INTERDISCIPLINARY TRAINING PROGRAM

This section describes how individuals interested in working with developmentally disabled persons may find training within the UAF. The program emphasizes an interdisciplinary approach to learning.

UNIVERSITY AFFILIATED FACILITIES (UAF'S) - INTERDISCIPLINARY TRAINING PROGRAMS

The signing of the Mental Retardation Facilities and Community Mental Health Centers Construction Act of 1963 (PL88-164) by President Kennedy appropriated funds to help states construct facilities offering a full range of services for persons with mental retardation. These units, University Affiliated Facilities (UAF's) sprang up in various colleges and universities with two goals in mind: services for persons with mental retardation (later to include all developmental disabilities) and training for undergraduates, graduates, doctoral candidates and other needed personnel in specialty areas involved with developmental disabilities.

The program allowed facilities to offer extensive residential and non-residential services in different disciplines. It provided service and training for physicians and others in diagnosis, treatment and education in meeting the needs of persons with mental retardation.

The Maternal and Child Health and Mental Retardation Planning Amendments (PL99-156) enhanced the UAF concept through the provision of service dollars for the program. The Developmentally Disabled Assistance and Bill of Rights Act (PL94-103), as amended in 1975, provided funds for the administration and operation of the program. The UAF's program has expanded to more than 40 locations in the United States. (See Appendix I.) Together, these facilities form a nationwide network of service and training but they run far short of the desired goal to have a UAF in each state. PL94-103 introduced the concept of satellite centers. The Rehabilitation, Comprehensive Services and Developmental Disabilities Amendments of 1978 (PL 95-602) amends PL94-103 and more clearly defines UAF's and satellite centers. It states that a UAF is defined as:

...a public or nonprofit facility which is associated with, or is an integral part of, a college or university and which provides for at least the following activities:

- A) Interdisciplinary training for personnel concerned with developmental disabilities.

- B) Demonstration of the provision of exemplary services relating to persons with developmental disabilities
- C) (i) Dissemination of findings relating to the provision of services to persons with developmental disabilities; and (ii) providing researchers and government agencies sponsoring service-related research."

PL95-602 defines a satellite center as:

...an entity which is affiliated with one or more university affiliated facilities and which functions as a community or regional extension of such university affiliated facility or facilities in the delivery of services to persons with developmental disabilities, and their families, who reside in geographical areas where adequate services are not otherwise available.

The satellite center concept is intended to increase the availability of UAF's services to geographical areas presently underserved or not served.

Satellites, however, do not engage in training.

In summary, grants are used to create full, interdisciplinary programs; ensure that handicapped individuals of all ages are served; provide linkages with community systems; allow training provided by each facility to be offered in an exemplary service setting; disseminate information on the needs of the developmentally disabled.

Services

There are numerous services provided which are planned to offer an extensive and comprehensive program for the client. (See Developmental Disabilities, a module in this series.) They include diagnosis, evaluation, recreation, information and referral, day care, training, treatment, personal care, counseling, transportation and follow-up.

Recipients of UAF's services are infants and children, adolescents and adults who have epilepsy, autism, cerebral palsy or mental retardation. For purposes of training, UAF's are also educational and training vehicles for those who assist in providing services to the developmentally disabled: physicians, specialists, and students from all fields who work together

in evaluation and treatment teams to help persons with developmental disabilities and their families.

UAFs offer training in the following specialties:

pediatrics	social work
psychiatry	vocational rehabilitation
dentistry	nursing
child development	occupational therapy
family planning	physical therapy
neurology	nutrition
psychology	genetic counseling
audiology	special education

UAFs have devoted much effort to the development of materials in human development, behavioral management, personnel training and other areas in addition to services.

Eligibility and Application for Training

Training for professional and non-professional personnel is offered to qualified individuals interested in working with developmentally disabled persons through two areas: university students working for a degree at an affiliated university, and degreed specialists and individuals seeking retraining and interdisciplinary studies. Depending on what course of study an applicant to a UAF is seeking, qualifications and funding vary. A university student seeking a degree at his or her school may work at a UAF center as part of the requirements for that degree. A specialist desiring further training to deal with the developmentally disabled may work under a UAF program to gain education and experience.

UAFs have established affiliation agreements with universities in their coverage area. Though a UAF may be housed at a particular university because of its medical and hospital facilities, students (program applicants) from different universities around a UAF center are considered when applying. Only students specializing in one of the disciplines offered by the local UAF can apply. This means a student studying nutrition (a

discipline offered by UAF's) can apply, whereas a student of radiology (not offered at any UAF) would not receive training in radiology but may receive training in a non-degree program regarding the needs and characteristics of persons with developmentally disabilities.

The applicant should go to the university department to obtain and complete all necessary forms. Initially, the department will screen the student and then forward the choice to the UAF with which there is an agreement. The UAF will then make the final decision among all candidates applying.

The main criteria an applicant must first meet are those established by his or her university department and then those of the UAF center. Generally speaking, UAFs look for applicants with interest in working with developmentally disabled individuals (usually reflected by previous experience and training), a desire for the interdisciplinary approach used by all UAF's, the willingness to devote 20 hours a week to the UAF program, and a desire to continue to work in the field after the completion of education and training. Usually, about 95 percent of students who apply have had prior experience working with the developmentally disabled.

The student's financial need is also taken into consideration. Since UAF's are partially federally funded and established by federal law, those students in need of stipends and financial assistance are usually carefully considered. This does not mean, though, that students who are not in need of funds could not participate in UAF programs.

Though specializing in one field, students receive training through the interdisciplinary approach in all disciplines found at the UAF. Organized into case teams usually led by a physician, students work primarily in the areas of evaluation, diagnosis, and recommendation for placement in other types of programs.

The UAF training program also works with specialists and individuals not participating in an educationally degreed program. These applicants, about 30 percent of the total number trained over a year, could be specialists who have been away from the job market, specialists wishing to expand their training through an interdisciplinary approach (learning basics about related and corresponding fields pertaining to the developmentally disabled), and specialists needing refreshers in their own or other fields.

The course for non-program individuals differs from the eight month classroom-with-training-experience program of degree seeking university students. The primary training vehicle for non-program individuals are workshops and seminars, and includes short training periods at a UAF center. These workshops and seminars can last from one day to a week and concern various subjects within the framework of the disciplines of the sponsoring UAF. Staff and educators at the UAF usually organize and give the workshops and seminars. They are not given on a regular basis but at the discretion of the UAF staff members. The subject matter, length of time and frequency of workshops vary and are plentiful since most UAF staff members devote many hours to the UAF. For further information, contact the local UAF in the state. (See Appendix I.)

Funding and Planning

Funding for UAF's comes from a variety of sources: the Developmental Disabilities Act, as amended; the Maternal and Child Health (MCH) program, and local government programs; Bureau of Education for the Handicapped; vocational rehabilitation agencies; private contribution, to name some. Funds under the Developmental Disabilities Act, as amended, are distributed under project grants; however, there are restrictions on the use of these funds. The grant will pay for some costs of program administration and support services of a UAF, including maintenance, housekeeping and overhead.

The Secretary of HEW issues grants for the administration and operation of UAF's interdisciplinary training programs; feasibility studies on the establishment of satellite centers; assessments of the needs for trained personnel; service-related training of practitioners and operation of satellite centers. As in cases of other federal funds, these monies are awarded with the anticipation that state, local and other non-federal money going to any facility would not decrease.

For FY1978, \$6.5 million was set aside for UAF's and satellite centers, with not less than \$5.5 million to be used for grants to meet administration and operating costs. Authorization levels for FY1979 are \$12 million; FY1980 levels are \$14 million and \$16 million in FY1981. If appropriations reach the authorized levels then there will be \$9 million for FY1979, \$10 million for FY1980 and \$11 million for FY1981 authorized to be used for existing UAF's and satellite centers. No less than 40% of the balance can be used for grants to conduct a feasibility study on the establishment of a satellite center; assessment of the needs of trained personnel; service-related training; applied research programs and for establishing and or operating satellite centers. Under the legislation only groups, agencies and organizations receive funding grants; individual applicants should contact UAF's, their university departments and financial aid offices for information on stipends.

The criteria for getting non-federal funding varies depending on the university in which the UAF is located. Additional funds other than federal stipends and grants may also be available to individuals.

The source of funding for the operation of UAFs determines the primary orientation of the particular UAF. Maternal and Child Health is primarily interested in training which leads to a professional degree and enables that person to practice effectively in an interdisciplinary setting. The DD

program places emphasis on activities which support state and community service agencies. The Bureau of Education for the Handicapped emphasizes educational activities for a single discipline, special education. The source and mechanism of financing the UAF is the single most important influence on a UAF's philosophy and purpose. Some UAFs, for example, will emphasize training for their personnel while others will place more emphasis on services to the community and to clients. Where there is less demand for training, UAFs may provide program services. All, however, do place heavy emphasis on evaluation and support services even though the philosophies, planning and purposes vary, depending on regions and communities they serve and the source of funding.

The UAF, a valuable component of the entire developmental disabilities movement, will develop and change as the needs are identified and alternatives are explored. UAF's generally maintain a close liaison with State Developmental Disabilities Councils and agencies, communicating on available technical assistance. Avenues are explored and developed in relation to community facilities to avoid institutionalization as well as to care for disabled people who are in the community.

Persons interested in using the assistance of a UAF to develop a community services training program should contact the State Developmental Disabilities Council; the UAF; the American Association of University Affiliated Programs, 2033 M Street, N.W., Suite 406, Washington, D.C. 20036, (202)333-7880; or the National Association for Retarded Citizens; the Epilepsy Foundation of America; United Cerebral Palsy Associations, Inc.; the National Society for Autistic Children, Inc.

SECTION IX

A POTPOURRI OF RELATED
PROGRAMS AND SERVICES

This section describes four federal programs and/or services relevant to employment and training: the United States Employment Service, the Javits Wagner-O'Day Program, and two provisions of the Vocational Rehabilitation Act of 1973, as amended, Employment Opportunities for Handicapped Individuals and Innovation and Expansion Grants.

UNITED STATES EMPLOYMENT SERVICE (USES)

The Wagner-Peyser Act of 1933, as amended, established the Employment Service system, a national system of public employment offices created to help men, women and youth obtain jobs. The Act also calls for "placement services for handicapped persons..." Essentially, the Employment Service performs a labor exchange function whereby, at no fee, employment services are offered to those seeking jobs and to employers seeking applicants.

Employment Service offices can be found nationwide at both state levels and in local urban areas. They provide job-seekers with information about jobs, referral to job openings that are listed with the USES, employment counseling, testing, job development and referral to training programs.

Employers may advertise job openings with an Employment Service office and receive referrals of qualified applicants. USES offices also offer labor market information, help in meeting affirmative action obligations under legislation, court order, consent decree, governmental contracts, or other fair employment practice authority rulings.

Since 1933, the USES role has expanded to include administration of the unemployment insurance program and work relief programs; recruiting for defense workers; assimilating veterans into the workforce; placing professionals and developing special services to the handicapped. In the mid-1960s the focus of USES and its affiliated state employment service offices shifted to meet the needs of the economically disadvantaged and special target groups including the handicapped. Services to special target groups include counseling and help in overcoming barriers to employment that are unrelated to job performance.

Known in the states as job centers, employment security offices or state employment service offices, the agencies are now carrying out some

responsibilities for implementing portions of other federal programs such as CETA, (see page 11), WIN (see page 91) and the Food Stamp Program. The Employment and Training Administration of DOL is actively fostering cooperation and coordination between the USES and CETA prime sponsors, both of which are authorized to choose and fund separate, competing referral and placement systems.

Although the USES does not provide employment and training programs or funds to develop such programs, contacting an Employment Service office can be a fruitful avenue to pursue in obtaining employment for a person with a developmental disability.

For a listing of State Employment Security Offices see Appendix D.

JAVITS - WAGNER O'DAY PROGRAM (JWOD)

First established in 1938 the Wagner O'Day Act authorizes preferential procurement by the federal government for certain goods and services from designated sheltered workshops that primarily serve the blind and visually handicapped. The 1971 Javits amendments (PL 92-28) extended the program to include workshops serving severely handicapped persons, although preference is still given to workshops for the blind. The intent of the program is to assure that a market exists for the products of these workshops. The program is administered by a presidentially-appointed Committee for Purchase from the Blind and Other Severely Handicapped, also known as the Statutory Committee, composed of private citizens representing handicapped persons as well as officials from the major procuring and operational departments within the federal government.

Briefly, the Committee's responsibilities entail determining the appropriateness of the commodity or service that is to be placed on the procurement list based on the guidelines of the Act, determining eligibility of sheltered workshops, assessing the capability of a workshop to adequately produce the item according to government specifications and determining the fair market price for the goods and/or service.

The original Act established a central nonprofit agency, National Industries for the Blind (NIB), to act as liaison between the Committee and workshops serving the blind. To participate in the program, these workshops must join NIB.

Similarly, the National Industries for the Severely Handicapped (NISH) was established in 1974 by six national nonprofit volunteer agencies concerned with handicapped persons, including NARC and UCPA, to facilitate the relationship between the Committee and workshops for the severely handicapped. However, NISH is not a membership organization. Services are provided equally to

qualified sheltered workshops regardless of agency affiliation.

Workshops that participate in JWOD through NISH must first certify legal eligibility by proving tax exempt status as a nonprofit organization serving severely handicapped people who compose not less than 75% of the workshop's direct labor employees. NISH reviews the certification and then submits it to the Statutory Committee for acceptance. In addition, a workshop must complete a "Sheltered Workshop Inventory" which indicates the financial status of the workshop, its industrial abilities and interests. NISH uses the inventory to match the workshop's potential to produce commodities and services that are purchased by the federal government, and to develop a specific listing of items that are feasible for the workshop to supply through the program.

Following the matching process, identified items are checked with the Federal Prisons Industries (FPI) and NIB Catalogs as well as with the Federal Procurement List for prior production. FPI, which does not participate in JWOD, has priority on all federal procurements and NIB has priority over NISH in the provision of goods and services through JWOD.

Once the item is cleared for production, NISH will help the workshop complete procedures for having the item included on the Federal Procurement List and assigned to that workshop, although the major responsibility for accomplishing this lies with the workshop. The workshop is then assured that if the federal government intends to purchase the item it will do so from the assigned workshop--no other workshop will get the contract. This assures a market for that workshop's goods or service and eliminates competition.

For further information about JWOD consult Vocational Education/Vocational Rehabilitation, another module in this series. Information about NISH can be obtained by contacting: National Industries for the Severely Handicapped, Inc.
4350 East-West Highway, Suite 1120
Washington, D.C. 20014
(301) 654-0115

EMPLOYMENT OPPORTUNITIES FOR HANDICAPPED INDIVIDUALS

The Rehabilitation, Comprehensive Services, and Developmental Disabilities Amendments of 1978 in Title I added Title VI, Employment Opportunities for Handicapped Individuals, to the Vocational Rehabilitation Act of 1973.

Title VI authorizes two major programs: Part A - "Community Service Employment Programs for Handicapped Individuals" and Part B - "Projects with Industries and Business Opportunities for the Handicapped."

Community Service Employment Programs for Handicapped Individuals

To be administered by DOL, pilot programs will be designed to employ handicapped persons who have poor employment prospects in jobs that will benefit the general welfare of the community. Such jobs include but are not limited to social; health; welfare; educational; legal and counseling services including tax counseling and financial assistance; library; recreational and similar services; conservation; maintenance or restoration of natural resources.

Only persons defined as handicapped by the Vocational Rehabilitation Act of 1973, as amended, who are referred by the V.R. agency are eligible to participate. If eligible handicapped persons are not available to work in technical, administrative or supervisory capacities, projects may recruit workers from other groups. In either case, workers must be hired from the immediate community or from one nearby. Persons employed in community service who have been receiving SSI, SSDI and other benefits may still receive such benefits while employed in the pilot project. (For further information on the SSI and SSDI programs consult Income Maintenance, another module in this series.)

Public or private nonprofit organizations, including governmental units and tribal organizations, may enter into agreements with the Secretary of Labor to operate pilot projects. The Secretary is obligated to consult with the state V.R. agency, the Commissioner of the Rehabilitation Services Administration (RSA), Director of Community Services Administration (CSA), Secretary of the Department

of Health, Education and Welfare(DHEW) and related agencies before awarding a contract.

In addition to hiring handicapped employees, pilot projects also must:

- (1) provide services related to publicly-owned and operated facilities or projects sponsored by tax-exempt organizations other than political parties, except for projects involving facilities for religious instruction or worship
- (2) increase the number of employment opportunities and not result in even partial displacement of currently employed workers or in the substitution of federal funds for other funds currently providing work
- (3) not hire a person to do the job done by someone else who is on layoff with the sponsoring agency
- (4) maximize the number of persons participating in the project through appropriate recruitment and selection procedures
- (5) provide any necessary training period and a subsistence allowance and other reasonable expenses incurred during that period
- (6) provide healthy working conditions and pay wages at least equal to the highest of:
 - (a) employers' standard pay scale for that job;
 - (b) minimum wage under the Fair Labor Standards Act of 1938; or
 - (c) State or local minimum wage for that occupation
- (7) be established and administered by people competent in the field of service and of people knowledgeable about handicapped persons' needs
- (8) pay reasonable costs for work-related expenses, including attendant care costs
- (9) and provide appropriate placement services to locate subsidized employment for handicapped persons when the pilot ends

Up to 90% of the costs of any project may be paid by the Secretary with the nonfederal share being matched in cash or in kind. Up to 100% of the costs may be paid for projects which are emergency or disaster in nature or in economically depressed areas. Payments may be made in advance or as reimbursements.

It appears that the Community Service Employment Programs for Handicapped Individuals will further open the labor market for persons with developmental disabilities as well as provide funds for organizations concerned with the

developmentally disabled to operate employment programs. However, because this is a new program and regulations have not yet been issued, the success of pilot projects remains to be seen.

Projects with Industries and Business Opportunities for the Handicapped

Part B of Title VI authorizes two programs designed to expand employment prospects for handicapped persons: "Projects with Industries" and "Business Opportunities for the Handicapped." Projects with Industries authorizes jointly funded projects between RSA and industrial entities to provide eligible handicapped persons with on the job training and employment in a realistic work setting.

Business Opportunities for the Handicapped authorizes the Commissioner of RSA to make grants to or enter into agreements with handicapped individuals who want to establish or operate commercial or other enterprises or who want to market their products or services.

Part B appears to be analogous to the new Title VII of the Comprehensive Employment and Training Act (CETA-PL 95-524) which also seeks to involve the private business sector in the provision of jobs and training for economically disadvantaged people including the handicapped. (See page 11 for more on CETA).

Advocates may be instrumental in facilitating the use of these funds by industries and enterprising handicapped persons through public and private educational campaigns and by approaching industries with proposals to operate on the job training programs that can be funded with Title VI-part B funds. However, it is important to note that the effectiveness of this program will depend on the regulations governing it, which have not yet been issued, and on the administration of the program within DOL which has not been determined.

For further information on these programs as well as vocational rehabilitation in general, consult Vocational Education/Vocational Rehabilitation, another module in this series.

INNOVATION AND EXPANSION GRANTS (I&E)

The Rehabilitation Act Amendments of 1974 (PL 93-516), section 121 (a) authorizes grants to states to pay a portion of the cost of planning, preparing and implementing programs to initiate or expand services to the most severely handicapped, or to expand or initiate special programs for classes of handicapped persons who have unusual and difficult problems in connection with rehabilitation. Known as Innovation and Expansion (I&E) grants, these funds are intended to be used for handicapped individuals who are economically disadvantaged and who are being served by other state agencies (such as the Title XX - Social Services agency) in addition to the state V.R. agency.

Projects supported by I&E funds must be designated in the state plan for vocational rehabilitation. The state V.R. agency may approve I&E grants to go to public and nonprofit organizations, or the agency may initiate and expand programs itself or at the option of the state agency funds may be designated to a public or nonprofit organization. Any nonprofit receiving I & E funds must have affirmative action policies for employment of the handicapped.

Applications for I&E grants are made directly to the state V.R. agency. Grants may cover the costs of personnel including fringe benefits, providing V.R. services, equipment, supplies, consultant expenses, travel and other costs as designated in the state plan.

There are no restrictions on the programmatic uses of I&E funds as long as the proposal innovates and expands the current V.R. program in the state. For example, the Arrowhead Epilepsy League, Inc. in Duluth, Minnesota received an I&E grant in 1977. The purpose of the project is to fund one Employment/Self-Help Coordinator whose job is to respond to persons with epilepsy who contact the league. Generally, the Coordinator helps the clients access financial resources and deal with unemployment and employ-

ment problems either by referring them to jobs or by mediating problems with current employers. The Coordinator also organizes and directs self-help groups, provides referrals to other employment-related sources, provides follow-up services for those who complete the self-help groups, gives education and training to prospective employers and program staff and provides other related services. In addition, the Coordinator works with the Minneapolis/St. Paul Training and Placement Service(TAPS) office to provide vocational placement services to individuals with epilepsy in the Duluth area. (For more information on the TAPS project see page 38.) This project is currently operating; funding has been continued for 1978.

With the aid of an Innovation and Expansion grant this chapter has been able to provide a variety of needed services to persons with epilepsy: information and referral, self-help counseling, financial guidance, job placement and advocacy, as well as follow-up, a comprehensive approach to serving the employment needs of individuals with epilepsy. For further information about this project contact: Ms Inez Erickson, Executive Director
Arrowhead Epilepsy League, Inc.
606 Torrey Bldg.
314 W. Superior St.
Duluth, Minnesota 55802

In F.Y. 1978, \$18 million supported 352 I&E projects. Of these funds and projects, 37 independent living projects in 13 states received \$2.002 million. Of these 37 projects, 18 were in California and one of these was UCPA of San Francisco.

For more information about I&E grants and/or vocational rehabilitation, consult Vocational Education/Vocational Rehabilitation, another module in this series.

SECTION X

APPENDICES AND REFERENCES

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- J. TITLE XX STATE AGENCIES
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APPENDIX A - CETA STATE EMPLOYMENT AND TRAINING COUNCILS

REGION I - Boston, Massachusetts

Regional Administrator for ETA
U.S. Department of Labor
Rm. 1703 JFK Building
Boston, Mass. 02203

Connecticut - Labor Department

200 Folly Brook Blvd.
Wethersfield, Conn. 06109

Massachusetts - Ex. Office of Eco. Affairs

Hurley Bldg., Government Center
Boston, Mass. 02114

New Hampshire - Office of Employment & Training Affairs

P.O. Box 1477
Concord, N.H. 03301

Vermont - Office of Employment
& Training Services
79 River Street
Montpelier, Vt. 05602

Rhode Island - Division of Job

Development and Training
1 Weybosset Hill
Providence, R.I. 02908

Maine - Office of CETA Planning
and Coordination

8 Crosby Street
Augusta, Maine 04330

REGION II - New York, New York

Regional Administrator for ETA
U.S. Department of Labor
Rm. 3713
New York, N.Y. 10036

New York - State Department of Labor

State Campus Bldg. #12
Room 563
Albany, N.Y. 12226

New Jersey - Labor and Industry Bldg.

John Fitch Plaza, Rm. 1007
Trenton, N.J. 08625

Puerto Rico - Right to Employ-
ment Administration

Avenida Eamon B. Lopez, Esq.
Lealtad

Rio Piedras, Puerto Rico 00923

Virgin Islands - Cooperative

Area Employment & Training
P.O. Box 599
Charlotte Amalie
St. Thomas, V.I. 00801

REGION III - Philadelphia, Pennsylvania

Regional Administrator for ETA
U.S. Department of Labor
P.O. Box 8796
Philadelphia, Pa. 19101

Pennsylvania - State Employment and
Training Services Council

Department of Labor and Industry
1700 Labor and Industry Bldg.
Harrisburg, Pa. 17120

Virginia - Governor's Employment and
Training Services Council

Office of the Governor
Richmond, Va. 23212

Delaware - State Employment and Training
Planning Council

701 Shipley Street
Wilmington, Del. 19801

District of Columbia - D.C.

Employment and Training Admin.
District Bldg., Rm. 220
14th and E Streets, N.W.
Washington, D.C. 20004

Maryland - State Employment
& Training Planning Council

1100 No. Eutaw Street
Baltimore, Md. 21201

West Virginia - Governor's

Employment & Training Director
1703 W. Washington Street
Charleston, W. Va. 25305

REGION IV - Atlanta, Georgia

Regional Administrator for ETA
U.S. Department of Labor, Rm. 405
1371 Peachtree St., N.E.
Atlanta, Ga. 30309

Alabama - State Employment &
Training Planning Staff

Rm. 279 Department of Industrial
Relations, Industrial Relations
Bldg., Montgomery, Ala 36104

REGION IV - Atlanta, Georgia -continuedFlorida - State Employment & Training Council

1720 So. Gadsden Street
Tallahassee, Fla. 36104

Georgia - Employment & Training

Employment Security Agency
Rm. 525, 501 Rulliam St., S.W.
Atlanta, Ga. 30312

Kentucky - Kentucky Employment & Training Council

2nd Floor, State Office Bldg.
Frankfort, Ky. 40601

Mississippi - Office of the Governor - Education & Training

3825 Ridgewood Rd.
Suite 182, Universities Center
Jackson, Miss. 39211

South Carolina - Chairman, State Employment & Training Planning Council

P.O. Box 11450
Columbia, S.C. 29211

North Carolina - Chairman, No. Carolina Employment & Training Services Council

P.O. Box 1350
Raleigh, N.C. 27602

Tennessee - Employment & Training Planning Director

State of Tennessee
1027 Andrew Jackson Bldg.
Nashville, Tenn. 37219

REGION V - Chicago, Illinois

Regional Administrator for ETA
U.S. Department of Labor, 6th Fl.
230 So. Dearborn
Chicago, Ill. 60604

Michigan - Director, Michigan Department of Labor - c/o State Employment & Training Services Council

300 East Michigan Avenue
Lansing, Mich. 48926

Ohio - Governor, State of Ohio

c/o State Employment & Training Services Council
State House, Broad & High Streets
Columbus, Ohio 43215

Illinois - Governor, State of Illinois

c/o State Employment & Training Services Council
State Office Bldg.
Springfield, Ill. 62706

Minnesota - CETA State Employment & Training Services Council

Office of the Governor
St. Paul, Minn. 55155

Wisconsin - Governor of Wisconsin

c/o State Employment & Training Services Council
State Capitol Bldg.
Madison, Wis. 53702

Indiana - Indiana Office of Employment and Training Dev.

150 W. Market Street
Indianapolis, Ind. 46204

REGION VI - Dallas, Texas

Regional Administrator for ETA
U.S. Department of Labor
Rm. 316, 555 Griffin Square Bldg.
Dallas, Tex. 75202

Arkansas - CETA State Employment & Training Services Council

2020 W. Third Street, Exec. Bldg.
Little Rock, Ark. 72201

Louisiana - Governor of Louisiana

c/o State Employment & Training Services Council
Baton Rouge, La. 70804

New Mexico - Executive Director

OMA
P.O. Box 4218
Santa Fe, N. Mex. 87105

Oklahoma - Employment & Training Planning and Coordination

3033 North Walnut
Oklahoma City, Okla. 73105

Texas - Chief, Human Resources Section - Gov. Div. Planning

311 East 14th Street
Austin, Tex. 78710

REGION VII - Kansas City, Missouri

Regional Administrator for ETA
 U.S. Department of Labor
 Federal Bldg., Rm. 1000
 911 Walnut Street
 Kansas City, Mo. 64104
Iowa - Office for Planning and Programming
 523 East 12th Street
 Des Moines, Iowa 50319
Nebraska - CETA State Employment & Training Services Council
 P.O. Box 94600

Missouri - Governor's Employment & Training Section
 226 East Dunklin Street
 Jefferson City, Mo. 65101
Kansas - State Employment & Training Administrator
 535 Kansas Ave., Ninth Floor
 Topeka, Kans. 66603

REGION VIII - Denver, Colorado

Regional Administrator for ETA
 U.S. Department of Labor
 16122 Federal Office Bldg.
 1961 Stout Street
 Denver, Colo. 80202
Colorado - Director, State Employment & Training Office
 770 Grant Street, Rm. 208
 Denver, Colo. 80203
Montana - Montana Employment and Training Advisory Council
 Governor's Office - State Capitol
 Helena, Mont. 59601
Utah - State Planning Coordinator
 Utah Employment Planning Council
 Rm. 118, Capitol Bldg.
 Salt Lake City, Utah 84114

North Dakota - CETA Administrator
 Office of the Governor
 State Capitol Bldg.
 Bismarck, N.Dak. 58501
South Dakota - Department of Employment & Training Affairs
 State Office Bldg. #2
 Pierre, S.Dak. 57501
Wyoming - Wyoming State Planning Council
 2103 Warren Avenue
 Cheyenne, Wyo. 82001

REGION IX - San Francisco, California

Regional Administrator for ETA
 U.S. Department of Labor
 Box 36084
 San Francisco, California 94102
California - State Employment & Training Planning Office MI77
 800 Capitol Mall
 Sacramento, Calif. 95814
American Samoa - Government of American Samoa - Department of Employment and Training Resources
 Pago Pago, American Samoa 96799
Arizona - State Employment & Training Services Council
 1717 West Jefferson
 P.O. Box 6123
 Phoenix, Ariz. 85007

Guam - Office of the Governor
 c/o State Employment & Training Services Council
 P.O. Box 2950
 Agana, Guam 96910
Hawaii - State Employment & Training Planning Council
 567 South King Street
 Honolulu, Hawaii 96813
Nevada - State Employment & Training Services Council
 State Capitol Bldg.
 Carson City, Nev. 89701

REGION Y - Seattle, Washington

Regional Administrator for ETA
U.S. Department of Labor
Rm. 1145, Federal Office Bldg.
909 First Avenue
Seattle, Wash. 98174

Alaska - Commissioner of Labor
Employment and Training Planning Dir.
P.O. Box 1149
Juneau, Alaska 99801

Idaho - Human Resources Development Council
State House
Boise, Idaho 83707

Oregon - Governor's Employment and Training Planning Council
772 Commercial Street SE
Salem, Oreg. 97310

Washington - Employment Development Services
Office of Community Development
General Administration Bldg.
2nd Floor, Rm. 208
Olympia, Wash. 98504

**APPENDIX B - REGIONAL EMPLOYMENT AND TRAINING ADMINISTRATION OFFICES
AND APPRENTICESHIP INFORMATION CENTERS**

**WHERE TO GET MORE
INFORMATION**

To find out more about apprenticeship, get in touch with your nearest Apprenticeship Information Center or the Bureau of Apprenticeship and Training (BAT) Regional Offices whose addresses are listed below.

Region I, JFK Federal Bldg., Room 1001, Government Center, Boston, Mass. 02203
Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont

Region II, 1515 Broadway, Room 3731, New York, N.Y. 10036
New Jersey, New York, Puerto Rico, Virgin Islands

Region III, P.O. Box 8796, Philadelphia, Pa. 19101
Delaware, Maryland, Pennsylvania, Virginia, West Virginia

Region IV, 1371 Peachtree Street, NE., Room 700, Atlanta, Ga. 30309
Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee

Region V, 230 South Dearborn Street, Chicago, Ill., 60604
Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin

Region VI, 555 Griffin Square Bldg., Room 858, Griffin and Young Streets, Dallas, Tex. 75202
Arkansas, Louisiana, New Mexico, Oklahoma, Texas

Region VII, Federal Office Bldg., Room 1100, 911 Walnut Street, Kansas City, Mo. 64106
Iowa, Kansas, Missouri, Nebraska

Region VIII, Federal Bldg., Room 16440, 1961 Stout Street, Denver, Colo. 80202
Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming

Region IX, 450 Golden Gate Avenue, Room 9006, P.O. Box 36017, San Francisco, Calif. 94102
Arizona, California, Hawaii, Nevada

Region X, Federal Office Bldg., Room 8014 909 First Avenue, Seattle, Wash. 98174
Alaska, Idaho, Oregon, Washington

APPENDIX C - STATE AND LOCAL APPRENTICESHIP INFORMATION CENTERS

- ALABAMA - Birmingham, 1816 8th Ave.
- ARIZONA - Phoenix, 207 East McDowell
- DISTRICT OF COLUMBIA - Washington
555 Pennsylvania Avenue, NW
- ILLINOIS - Chicago, 321 So. State St.
- INDIANA - Gary, 737 Washington St.
Indianapolis, 141 W. Georgia St.
- IOWA - Des Moines, 150 Des Moines St.
- KANSAS - Topeka, 1309 Topeka Blvd.
Wichita, 402 E. Second St.
- MARYLAND - Baltimore, 1100 No. Eutaw St.
- MASSACHUSETTS - Boston, 255 Huntington Ave.
- MICHIGAN - Detroit, 13501 Schaefer St.
- MINNESOTA - Minneapolis, 309 2nd Ave. So.
St. Paul, 390 No. Robert St.
- MISSOURI - Kansas City, 1411 Main St.
St. Louis, 505 Washington Ave.
- NEW JERSEY - Camden, 517 Federal St.
Newark, 1004 Broad St.
Patterson, 370 Broadway
- NEW YORK - Buffalo, 210 Franklin St.
New York, 255 West 54th St.
- OHIO - Cincinnati, 108 E. Seventh St.
Cleveland, 799 Rockwell Ave.
Columbus, 239 So. Fourth St.
- OREGON - Portland, 1437 SW Fourth Ave.
- PENNSYLVANIA - Philadelphia, 1221
No. Broad St
Pittsburgh, 915 Penn Ave.
- RHODE ISLAND - Providence, 72 Pine St.
- TENNESSEE - Memphis, 1295 Poplar Ave.
Nashville, 1802 Hayes St.
- TEXAS - Houston, 2613 Austin St.
- VIRGINIA - Norfolk, 904 Granby St.
Richmond, 318 E. Cary St.
- WASHINGTON - Seattle, 233 6th Ave. No.

APPENDIX D - STATE EMPLOYMENT SECURITY AGENCIES

Alabama

Dept. of Industrial Relations
Industrial Relations Bldg
619 Monroe St.
Montgomery, AL 36130
(205) 832-3626

Alaska

Employment Security Division
Department of Labor, P.O. Box 3-7000
Juneau, AK 99811
(907) 465-2714

Arizona

Dept. of Economic Security
1717 West Jefferson St., P.O. Box 6123
Phoenix, AZ 85005
(602) 271-4900, Ext. 5678

Arkansas

Employment Security Commission
Box 2981
Capital Mall
Little Rock, AR 72203
(501) 371-2121

California

Employment Development Dept.
800 Capitol Mall
Sacramento, CA 95814
(916) 445-9212

Colorado

Dept. of Employment
1210 Sherman St.
Denver, CO 80203
(303) 893-5833

Connecticut

Employment Security Division
200 Tolly Brook Blvd.
Hartford, CT 06109
(203) 566-4280

Delaware

Department of Labor
801 West St.
Wilmington, DE 19899
(302) 571-2710

District of Columbia

Employment Service-Dept. of Manpower
Unemployment Insurance-District Unem-
ployment Comp. Bd.
Employment Security Bldg.
500 C St., N.W.
Washington, DC 20001
(202) 393-6151, Ext. 383

Florida

Dept. of Commerce
201 Caldwell Bldg.
Tallahassee, FL 32304
(904) 488-3104

Georgia

Dept. of Labor
State Labor Bldg., Room 290
Atlanta, GA 30334
(404) 656-3014

Guam

Department of Labor
P.O. Box 884
Agana, GU 96910

Hawaii

Dept. of Labor and Industrial Relations
825 Militani St.
Honolulu, HI 96813
(808) 548-3150

Idaho

Dept. of Employment
317 Main St., P.O. Box 35
Boise, ID 83735
(208) 384-2615

Illinois

Department of Labor
Bureau of Employment Security
910 S. Michigan Ave.
Chicago, IL 60605
(312) 793-3500

Indiana

Employment Security Division
10 North Senate Ave.
Indianapolis, IN 46204
(317) 633-7670

Iowa

Dept. of Job Service
1000 East Grand Ave.
Des Moines, IA 50319
(515) 281-5361

Kansas

Dept. of Human Resources
401 Topeka Ave.
Topeka, KS 66603
(913) 296-5000

Kentucky

Department of Human Resources
Bureau of Manpower Services
New Capitol Annex Bldg., Room 237
Frankfort, KY 40601
(502) 351-5331

Louisiana

Office of Employment Security
Employment Security Bldg.
1001 North 23d St.
P.O. Box 44094, Capital Station
Baton Rouge, LA 70804
(504) 387-2192

Maine

Employment Security Commission
20 Union St.
Augusta, ME 04332
(207) 289-3814

Maryland

Dept. of Employment and Social Services
Employment Security Administration
1100 North Eutaw St., Room 616
Baltimore, MD 21201
(301) 383-5070

Massachusetts

Div. of Employment Security
Charles F. Hurley Bldg.
Government Center
Boston, MA 02114
(617) 727-6600

Michigan

Department of Labor
Michigan Employment Security Commis-
sion
7310 Woodward Ave.
Detroit, MI 48202
(313) 876-5500

Minnesota

Dept. of Economic Security
390 North Robert St.
St. Paul, MN 55101
(612) 296-6706

Mississippi

Employment Security Commission
1520 West Capitol St., P.O. Box 1699
Jackson, MS 39205
(601) 354-8711

Missouri

Department of Labor and Industrial Rela-
tions
Division of Employment Security
421 East Dunklin St., P.O. Box 59
Jefferson City, MO 65101
(314) 751-3215

Montana

Employment Security Division
P.O. Box 1728
Helena, MT 59601
(406) 449-3662

Nebraska

Department of Labor
Division of Employment
P.O. Box 94600
State House Station
Lincoln, NE 68509
(402) 475-8451, Ext. 221

Nevada

Dept. of Employment Security
500 East Third St.
Carson City, NV 89713
(702) 885-4635

New Hampshire

Dept. of Employment Security
32 South Main St., Room 204
Concord, NH 03301
(603) 224-3311

New Jersey

Dept. of Labor and Industry
John Fitch Plaza, P.O. Box 5
Trenton, NJ 08625
(609) 292-2323

New Mexico

Employment Security Commission
401 Broadway, N.E.
P.O. Box 1928
Albuquerque, NM 87103
(505) 842-3239

New York

Department of Labor, State Office Bldg.
Campus Bldg. 12
Albany, NY 12240
(518) 457-2727

North Carolina

Employment Security Commission
200 W. Jones St.
P.O. Box 25903
Raleigh, NC 27611
(919) 733-7546

North Dakota

Employment Security Bureau
1000 East Divide Ave.
Box 1537
Bismarck, ND 58505
(701) 244-2837

Ohio

Bureau of Employment Services
145 South Front St., P.O. Box 1618
Columbus, OH 43216
(614) 466-2100

Oklahoma

Oklahoma Employment Security Commission
Will Rogers Memorial Office Bldg.
Oklahoma City, OK 73105
(405) 521-3794

Oregon

Employment Division
875 Union St. N.E.
Salem, OR 97311
(503) 378-3211

Pennsylvania

Department of Labor and Industry
Bureau of Employment Security
7th and Forester Sts.
Harrisburg, PA 17121
(717) 787-6223

Puerto Rico

Bureau of Employment Security
414 Barbosa Ave.
Hato Rey, PR 00917
(809) 765-3570

Rhode Island

Dept. of Employment Security
24 Mason St.
Providence, RI 02903
(401) 277-3732

South Carolina

Employment Security Commission
1550 Gadsden St., Box 995
Columbia, SC 29202
(803) 758-2686

South Dakota

Dept. of Labor
Employment Services Division
Capitol Lake Plaza
Pierre, SD 57501
(605) 224-3101

Tennessee

Dept. of Employment Security
536 Cordell Hull State Office Bldg.
Nashville, TN 37219
(615) 853-4888

Texas

Texas Employment Commission
638 TEC Bldg.
Austin, TX 78778
(512) 472-6251

Utah

Dept. of Employment Security
Industrial Commission, 174 Social Hall
Ave.
P.O. Box 11249
Salt Lake City, UT 84147
(801) 533-2203

Vermont

Dept. of Employment Security
5 Green Mountain Drive, P.O. Box 488
Montpelier, VT 05602
(802) 229-0311

Virginia

Virginia Employment Commission
703 East Main St.
Richmond, VA 23211
(804) 936-3001

Virgin Islands

Employment Security Agency
P.O. Box 1092, Charlotte Amalie
St. Thomas, VI 00801
(809) 774-1440

Washington

Employment Security Department
Employment Security Bldg.
212 Maple Park
Olympia, WA 98504
(206) 753-5114

West Virginia

Dept. of Employment Security
State Office Bldg.
Charleston, WV 25305
(304) 348-2630

Wisconsin

Dept. of Industry
Labor and Human Relations
Employment Security Division
201 E. Washington Ave., P.O. Box 7398
Madison, WI 53701
(608) 266-7074

Wyoming

Employment Security Commission
ESC Bldg. Center and Midwest Sts.
P.O. Box 2760
Casper, WY 82601
(307) 237-3701

APPENDIX E - JOB CORPS CENTERSARIZONAPhoenix

No. 400 - Job Corps Center
518 South Third Street, Phoenix 85004
(602) 254-5921

ARKANSASCass

No. 009 - Civilian Conservation Center
Ozark 72949
(501) 667-3686

Quachita

No. 098 - Civilian Conservation Center
Royal 71968 (501) 767-2707

CALIFORNIALos Angeles

No. 702 - Job Corps Center
1106 South Broadway, Los Angeles 90015
(213) 748-2784

San Jose

No. 440 - Job Corps Center
201 South 11th Street, San Jose 95112
(408) 998-1120

COLORADOCollbran

No. 243 - Civilian Conservation Center
P.O. Box 307, Collbran 81624
(303) 487-3576

GEORGIAAlbany

No. 480 - Job Corps Center
7150 Schilling Avenue, Albany 31705
(912) 435-1461

Atlanta

No. 850 - Job Corps Center
239 West Lake Drive, NE, Atlanta 30314
(404) 794-9512

HAWAIIHawaii

No. 806 - Job Corps Center
P.O. Box 7683, Highway H-1, Hawaii Kai,
(808) 395-2361 Honolulu 96821

IDAHOMarsing

No. 251 - Civilian Conservation Center
Route 1, Marsing 83639
(208) 896-4127

ILLINOISGolconda

No. 109 - Civilian Conservation Center
Route 4, Golconda 62938
(618) 285-6601

INDIANAAtterbury

No. 905 - Job Corps Center
Box 187, Edinburg 46124
(812) 526-5581

KENTUCKYBreckinridge

No. 906 - Job Corps Center
Morganfield 42437 (502) 389-2419

Great Onyx

No. 258 - Civilian Conservation Center
Mammoth Cave 42259
(502) 758-2214

Pine Knot

No. 031 - Civilian Conservation Center
Pine Knot 42635
(606) 354-2176

Whitney M. Young, Jr.

No. 835 - Job Corps Center
P.O. Box 366, Simpsonville 40067
(502) 722-8862

MARYLANDMaryland

No. 830 - Job Corps Center
Woodstock 21163
(301) 461-1100

MICHIGANDetroit

No. 430 - Job Corps Center
10401 East Jefferson Avenue, Detroit
(313) 821-7000

MISSISSIPPICrystal Springs

No. 819 - Job Corps Center
P.O. Box 817, Crystal Springs 39059
(601) 892-3348

MISSOURIExcelsior Springs

No. 706 - Job Corps Center
Box 338, Excelsior Springs 64024
(816) 637-5501

Mingo

No. 270 - Civilian Conservation Center
Box F, Puxico 63960
(314) 222-3537

MONTANAAnaconda

No. 172 - Civilian Conservation Center
Anaconda 59711 (406) 563-3476

Kicking Horse

No. 274 - Job Corps Center
Ronan 59684 (406) 644-2217

Trapper Creek

No. 046 - Civilian Conservation Center
Darby 59827 (406) 821-3286

NEBRASKAPine Ridge

No. 051 - Civilian Conservation Center
Star Route 1, Box 39-F, Chadron 69337
(308) 432-3316

NEW JERSEYNew Jersey

No. 800 - Job Corps Center
Plainfield Avenue, Edison 08817
(201) 985-1939

NEW MEXICOAlbuquerque

No. 709 - Job Corps Center
1500 Indian School Road, NW
P.O. Box 1246, Albuquerque 87107
(505) 842-6500

NEW YORKGlenmont

No. 820 - Job Corps Center
P.O. Box 188, Glenmont 12077
(518) 767-9391

NORTH CAROLINALyndon B. Johnson

No. 058 - Civilian Conservation Center
Route 1, Box 477, Franklin 28734
(704) 524-4446

NORTH CAROLINAOconaluftee

No. 300 - Civilian Conservation Center
P.O. Box 306, Cherokee 28719
(704) 497-5411

Schenck

No. 059 - Civilian Conservation Center
P.O. Box 98, Pisgah Forest 28768
(704) 877-3291

OHIOCincinnati

No. 815 - Job Corps Center
1409 Western Avenue, Cincinnati 45214
(513) 651-2000

Cleveland

No. 701 - Job Corps Center
10660 Carnegie Avenue, Cleveland 44106
(216) 795-8700

OKLAHOMAGuthrie

No. 715 - Job Corps Center
P.O. Box 978, 900 Academy Road, Guthrie 73552
(405) 282-9930

Treasure Lake

No. 305 - Civilian Conservation Center
Indianapolis 73552
(405) 246-3203

Tulsa

No. 855 - Job Corps Center
116 West Fifth Street, Tulsa 74103
(918) 585-9111

OREGONAngell

No. 144 - Civilian Conservation Center
Star Route North, Box 900, Yachats 97394
(503) 547-3137

Portland

No. 410 - Job Corps Center
1022 SW Salmon Street, Portland 97205
(503) 224-0190

Timber Lake

No. 065 - Civilian Conservation Center
Star Route, Box 109, Estacada 97023
(503) 834-2291

OREGONTongue Point

No. 717 - Job Corps Center
Astoria 97103 (503) 325-2131

Wolf Creek

No. 145 - Civilian Conservation Center
Little River Route, Glide 97443
(503) 496-3507

PENNSYLVANIAKeystone

No. 716 - Job Corps Center
P.O. Box 37, Drums 18222
(717) 788-1164

Pittsburgh

No. 825 - Job Corps Center
3113 Forbes Avenue, Pittsburgh 15213
(412) 683-8350

PUERTO RICOArecibo

No. 605 - Job Corps Center
Arecibo 00612
(809) 767-2274

Rio Grande

No. 608 - Job Corps Center
Rio Grande 00745
(809) 767-2274

SOUTH DAKOTABoxelder

No. 088 - Civilian Conservation Center
P.O. Box 47, Nemo 57759
(605) 578-2371

TENNESSEEJacobs Creek

No. 070 - Civilian Conservation Center
Drawer W, Bristol 37620
(615) 968-3117

TEXASEl Paso

No. 810 - Job Corps Center
P.O. Box 119, 306 North Mesa Street. El Paso 79941
(915) 542-1663

Gary

No. 903 - Job Corps Center
San Marcos 78666
(512) 396-6652

McKinney TEXAS (con't)

No. 710 - Job Corps Center
Box 750, McKinney 75069
(214) 542-2623

UTAHClearfield

No. 910 - Job Corps Center
Freeport Center Station, Clearfield
(801) 773-1433 84106

Weber Basin

No. 323 - Civilian Conservation Center
P.O. Box 389, Ogden 84401
(801) 399-9806

VIRGINIABlue Ridge

No. 552 - Job Corps Center
245 West Main Street, Marion 24354
(703) 783-7221

Flatwoods

No. 161 - Civilian Conservation Center
P.O. Box 82, Coeburn 24230
(703) 395-3384

WASHINGTONColumbia Basin

No. 343 - Civilian Conservation Center
Building 2402 - 24th Street, Moses Lake
(509) 762-5581 98837

Curlew

No. 078 - Civilian Conservation Center
Star Route, Curlew 99118
(509) 779-2611

Fort Simcoe

No. 340 - Civilian Conservation Center
P.O. Box 137, White Swan 98952
(509) 874-2244

WEST VIRGINIACharleston

No. 703 - Job Corps Center
Virginia and Summers Streets, Charleston
(304) 344-4041 25301

Harpers Ferry

No. 350 - Civilian Conservation Center
Harpers Ferry 25425
(304) 725-2011

WISCONSINBlackwell

No. 082 - Civilian Conservation Center
Route 1, Laona 54541 (715) 674-2311

APPENDIX F - EXAMPLES OF APPRENTICEABLE OCCUPATIONS

Listed on the following pages are occupations that meet the criteria for apprenticeable occupations and are included in programs registered with State apprenticeship agencies or the Bureau of Apprenticeship and Training.

The customary term of apprenticeship, in years, is shown for each occupation. In some instances, a range in years is included, representing varying training practices in different industries or localities. Where possible, apprenticeable titles are identified by code numbers relating them to jobs defined in the *Dictionary of Occupational Titles*, published by the U.S. Department of Labor, Employment and Training Administration.

The list of apprenticeable occupations is not to be considered final or all inclusive, because changes are constantly being made to keep pace with technological advances in industry.

Note: The basic trade classifications are shown in CAPITAL LETTERS. Code numbers from the *Dictionary of Occupational Titles* have been used merely as a convenient method of providing reference to a description of the work involved in each of the apprenticeable occupations listed.

BAKER (bakery products; hotel and restaurant). 3 years. 526.781 and 313.781.

Bakery-Equipment Mechanic. 629.281. *See under* MAINTENANCE MECHANIC-REPAIRER.

BLACKSMITH (any industry). 4 years. 610.381.

Hammersmith. 612.381; 611.782; 612.782.

Sawsmith: saw straightener-and-repairer (saw manufacturing). 3 years. 701.381.

Spring Maker, Automotive; spring litter-repairer (automobile manufacturing; automotive service). 610.381, 619.380.

Tool Dresser. 610.381.

Tool Sharpener (stoneworking). 2 years. 610.381.

BOOKBINDER (printing and publishing).

Bindery Worker. 4-5 years. 977.884; 643.885.

Paper Ruler. 3 years. 659.782.

Bookbinding-Machines Mechanic (printing and publishing). *See under* MAINTENANCE MECHANIC-REPAIRER.

BRICKLAYER: Brickmason (construction). 3 years. 861.381.

COOK (hotel and restaurant). 3 years. 313.381.

Pastry Cook. 313.381.

COSMETICIAN: Beauty Operator (personal service). 2 years. 332.271.

DAIRY-PRODUCTS MAKER (dairy products). 2-3 years.

Buttermaker. 529.782.

Cheesemaker. 529.381.

DRY CLEANER, SPOTTER, AND PRESSER (cleaning, dyeing, and pressing). 3-4 years. 362.782; 362.381; 363.782.

ELECTROTYPYPER (printing and publishing)

Finisher. 659.380.

Molder. 974.381.

Wax Engraver. 974.381.

ENGRAVER (any industry) 4-5 years.

Bank-Note Engraver (engraving) 979 781.
 Engraver-Chaser, chaser-engraver (jewelry) 704 381.
 Etcher, Hand (printing and publishing) 971 381.
 Metal Engraver (engraving) 704 381.
 Pantograph Engraver (any industry) 779 782; 704 884, 979 781.
 Siderographer (engraving) 979 381.
 Steel-and-Copper-Plate Engraver (printing and publishing) 979 781.
 Wood-Block Engraver (textile, printing and publishing) 979 281.

FABRIC CUTTER: Cutter (any industry) 3-4 years.

Cap Cutter (hat and cap) 781 884; 699 885.
 Garment Cutter (garment) 781 884; 699 885.
 Glove Cutter (leather products) 781 884; 781 887.
 Shirt Cutter (garment) 781 887; 781 884.
 Upholstery-and-Seat-Cover Cutter (furniture; retail trade) 780 884.

FLOOR COVERER: Floor Layer (construction) 3-4 years.

Linoleum, Soft Tile and Carpet Layer; Linoleum-and-Soft Tile Layer
 864 781.

Floor Layer (construction). *See* FLOOR COVERER.

FURRIER (fur goods) 3-4 years. 142 081.**GLAZIER-GLASS WORKER** (any industry)

Auto Glass Installation Worker, Automobile Glazier (automotive service) 2 years. 865 884.
 Glass Blower (glass manufacturing) 3 years. 575 781.
 Glass Blower, Laboratory Apparatus (instruments and apparatus) 3-4 years. 772 281.
 Glass Worker, Shop (construction, glass products) 3 years. 775 884, 676 885; 574 884.
 Glassware Engraver-Polisher (glass products) 2-3 years. 775 381.
 Glazier (construction) 3 years. 865 781.
 Neon-Tube Bender (signs) 3-4 years. 824 884, 772 381.
 Stained-Glass Glazier (glass products) 4 years. 779 381, 865 381.
 Window-Glass Cutter (glass manufacturing) 3 years. 579 887.

JEWELER (jewelry)

Caster-Mold Maker. 3-4 years. 502 381, 700 381.
 Enameler. 2-3 years. 740 884.
 Goldsmith. 3-4 years. 700 281.
 Jewelry Repairer, bench hand. 3 years. 700 281.
 Lapidary, brillianteer, stone cutter. 3-4 years. 770 281.
 Stone Setter. 3-4 years. 700 381.

Jewelry Repairer (jewelry). *See under* JEWELER

LEATHER WORKER (any industry) 3-4 years

Boot-and-Shoe Maker, Custom, boot maker, custom (boot and shoe manufacturing) 365 381.
 Bottomer, Custom Shoes (boot and shoe manufacturing) 788 884.
 Cutter-Patternmaker, shoes (boot and shoe manufacturing) 690 782.
 Fitter, Custom Shoes (boot and shoe manufacturing) 690 782.
 Harness Maker (leather products) 789 781.
 Saddle Maker (leather products) 789 781.
 Tanner (leather manufacturing) 585 884, 690 780, 589 387, 582 782.
 Leather Worker (surgical-dental appliances) *See under* ORTHOPEDIC-PROSTHETIC TECHNICIAN.

LITHOGRAPHER (lithoengraver (printing and publishing) 4-5 years.

Camera Operator; Photolithographer. 972.832.

Lithographic-Press Assistant. 651.782.

MAILER (printing and publishing). 4 years. 239.587.**MAINTENANCE MECHANIC-REPAIRER** (any industry). 2-4 years.Artillery Repairer; armament mechanic. 4 years. 736.781; 632.281;
801.381.

Bakery Equipment Mechanic. 4 years. 633.281.

Bookbinding-Machines Mechanic (printing and publishing). 4 years.
638.281.

Business-Machines Mechanic; duplicating-machines repairer; office-

METAL POLISHER-AND-BUFFER (any industry). 3-4 years. 705.884.

Polisher-Finisher; lapper (jewelry). 3 years. 705.884.

ORTHOPEDIC-PROSTHETIC TECHNICIAN (surgical-dental appliances). 1-5 years.

Artificial Eye Maker; ocularist. 713.281.

Dental Technician; dental-plate maker; metal-denture maker; porcelain-
acrylic-denture maker. 712.381; 712.281.

Leather Worker. 712.781.

Orthopedic Appliance Technician. 712.281.

Orthopedic-Shoe Builder; pedo-practor. 712.281; 788.281.

Orthotic Technician. 1 year. 712.281.

Orthotist; brace maker. 078.268; 712.281.

Prosthetic Technician. 1 year. 712.281.

Prosthetist; artificial-limb maker, metal; artificial-limb maker, wood.
712.281.

Restoration Technician. 712.281.

Orthotic Technician (surgical appliances). *See under* ORTHOPEDIC-
PROSTHETIC TECHNICIAN.Orthotist (surgical-dental appliances). *See under* ORTHOPEDIC-
PROSTHETIC TECHNICIAN.**PAINT MAKER** (paint and varnish). 3-4 years. 550.782.

Paint Maker, Aerosol (paint and varnish). 550.782.

PAINTER-AND-DECORATOR (any industry).**PATTERNMAKER** (foundry). 5 years.

Metal Patternmaker. 600.280.

Wood Patternmaker. 661.281.

Plaster Patternmaker; plaster pattern caster (aircraft manufacturing).
777.381.Patternmaker, Garment (garment). *See under* TAILOR.**POTTERY WORKER** (pottery and porcelain). 3 years.

Caster. 575.884.

Decorating-Kiln Placer. 573.782.

Dipper. 774.884; 570.885.

Handler. 575.884.

Kiln Drawer. 573.887.

Kiln Placer. 573.886.

Liner. 740.381.

Mold Maker. 777.781.

Potter. 774.884.

Sagger Maker. 774.784.

Tinter. 970.381.

Turner. 774.884.

APPENDIX G - FEDERAL JOB INFORMATION CENTERS

ALABAMA

Birmingham:

15 South 20th St.
Daniels Building 35233 (205) 254-1637

Anniston:

Building 143-A Ft. McChellan 36201
(205) 820-1710 or 11

Huntsville:

Scutherland Building
806 Governors Dr. N.W. 35801
(205) 453-5070

Mobile:

First National Bldg.
107 St. Francis St. 36602
(205) 690-2118

Montgomery:

28 South Court St. 36104
(205) 832-7472

In other Alabama locations dial 1-800-572-2970

ALASKA

Anchorage:

Hill Bldg. 617 G St. 99501
(907) 265-5311

Fairbanks:

Rampart Bldg. Suite 7
529 Fifth Ave. 99701
(907) 452-1951

In other Alaska locations dial the long-distance operator
and ask for Zenith 1600 (Toll-Free)

ARIZONA

Phoenix:

522 N. Central Ave. 85004
(602) 261-4736

Tucson:

301 W. Congress, Room 1-M 85701
(602) 792-6101

In other Arizona locations dial 1-800-352-4037

ARKANSAS

Little Rock:

Federal Bldg. Rm. 1319
700 W. Capitol Ave. 72201
(501) 378-5842

In other Arkansas locations dial* 800-482-9300

CALIFORNIA

Fresno:

Federal Bldg., Rm. 2011
1130 "O" St. 93721
(209) 487-5062

Long Beach:

1340 Pine Ave. 90813
(213) 591-2331

Los Angeles:

Eastern Columbia Bldg.
851 South Broadway 90014
(213) 688-3360

Oakland:

1515 Clay Street 94612
(415) 273-7211

Sacramento:

Federal Bldg., 650 Capitol Mall 95814
(916) 449-3441

San Bernardino:

380 W. Court St. 92401
(714) 383-5783

San Diego:

880 Front St. 92188
(714) 293-6165

San Francisco:

Federal Bldg., Rm. 1001
450 Golden Gate Ave. 94102
(415) 556-6667

San Jose:

105 N. 1st St. Rm. 217, 95113
(408) 275-7458

Santa Ana:

34 Civic Center Plaza 92701
(714) 836-2171

Santa Maria:

624 E. Main St. 93454
(805) 925-9719

Van Nuys:

6230 Van Nuys Blvd. 91408
(213) 997-3055

In other California locations within Alpine, Amador, Butte, Calaveras, Colusa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Kings, Lake, Lassen, Madera, Mariposa, Mendocino, Merced, Modoc, Nevada, Placer, Plumas, Sacramento, San Joaquin, Shasta, Sierra, Siskiyou, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Yuba or Yuba Counties, and in Rio Vista, dial 1-800-952-5320.

In other California locations within Alameda, Contra Costa, Marin, Monterey, Napa, San Benito, San Mateo, Santa Clara, Santa Cruz, Solano and Sonoma Counties dial 1-800-652-1130.

In other California locations within Kern, Los Angeles, San Luis Obispo, Santa Barbara and Ventura, Inyo, Mono, Riverside and San Bernardino Counties dial 1-800-252-9076.

In other locations within San Diego and Imperial Counties dial 1-800-522-1063.

COLORADO

Colorado Springs:

Cascade Sq. Suite 108
228 N. Cascade Ave. 80903
(303) 633-0384

Denver:

1845 Sherman St., 80203
(303) 837-3506

In other Colorado locations dial 1-800-332-3310

CONNECTICUT

Hartford:

Federal Bldg., Rm. 717, 450 Main St. 06103
(203) 244-3096

In other Connecticut locations dial 1-800-842-7322

DELAWARE

Wilmington:

Federal Bldg., 844 King St. 19801
(302) 571-6288

In other Delaware Locations dial 1-800-292-9560

DISTRICT OF COLUMBIA

Metro Area:

1900 E Street, N.W., 20415
(202) 737-9616

FLORIDA

Jacksonville:

2747 Art Museum Dr., Suite 2, 32207
(904) 791-2841

Miami:

1000 Brickell Ave., Suite 660, 33131
(305) 350-4725

Orlando:

80 N. Hughey Ave. 32801
(904) 420-6148

Pensacola:

50 East Garden St. 32501
(904) 434-0109

Tampa:

Barnett Bank Office Bldg., Suite 407
1000 N. Ashley Dr. 33602
(813) 228-2805

In other Florida locations dial 1-800-432-0263

GEORGIA

Atlanta:

Federal Bldg. 275 Peachtree St. N.E. 30303
(404) 221-4315

Macon:

Federal Building, 451 College St. 31201
(912) 742-2161 Ext. 3401
or P.O. Box 4547 31208

In other Georgia locations dial 1-800-282-1670

GUAM

Agaña:

GCIC Bldg. Suite 201
190 W. Soledad Ave. 96910
344-5242

HAWAII

Honolulu (and Island of Oahu):

1000 Bishop St., Suite 1500, 96813
(808) 546-8600

From other Hawaiian Islands dial the operator and ask for "Enterprise" 8052. (Toll-Free)

IDAHO

Boise:

Box 035, Federal Bldg.,
550 W. Fort Street 83724
(208) 384-1726 or 1727

In other Idaho locations dial * 800-632-5916.

ILLINOIS**Chicago:**

Dixsen Bldg., Rm. 1322
219 S. Dearborn St. 60604
(312) 353-5136

Rock Island:

208-18th St. 61201
(309) 788-6396

Waukegan:

2504 Washington St., Suite 200, 60085
(312) 336-2770

Dial Operator and ask for "Enterprise 1192", if you are dialing from a telephone with a number starting with 233,234,235,254, 256, 258, 259, 277, 286, 332, 344, 345, 377, 397, 398, 462, 463, 465, 466, 537, 566, 632, 633, 654, 656, 692, 744, 746, 874, 875, 876, 877, 931. In other Illinois locations dial * 800-972-8388

INDIANA**Indianapolis:**

46 East Ohio Street, Room 123 46204
(317) 269-7161 or 7162

In other Indiana locations dial * 800-382-1030

IOWA**Des Moines:**

210 Walnut St., Rm. 191, 50309
(515) 284-4546

In other Iowa locations dial 1-800-362-2066

KANSAS**Wichita:**

One-Twenty Bldg., Rm. 101, 120 S. Market St. 67202
(316) 267-6311, ext. 106

In other Kansas locations dial 1-800-362-2693

In Leavenworth, dial Operator and ask for "Enterprise 30113."
In Johnson and Wyandott Counties dial 374-5702

KENTUCKY**Lexington:**

Second Floor, Concord Building
1460 Newton Pike, 40505
(606) 254-2775

Louisville:

Federal Building
600 Federal Pl. 40202
(502) 582-5130

In other Kentucky locations dial 1-800-292-4585

LOUISIANA**New Orleans:**

F. Edward Hebert Bldg., 610 South St. 70130
(504) 589-2764

In other Louisiana locations dial 1-800-362-6811

MAINE**Augusta:**

Federal Bldg., Rm. 611
Sewall St. & Western Ave. 04330
(207) 622-6171 ext. 269

In other Maine locations dial 1-800-452-8732

MARYLAND**Baltimore:**

Garmatz Federal Building, 100 S. Hanover St. 21201
(301) 962-3822

DC Metro Area:

1900 E. St. N.W., 20415
(202) 737-9616

In other Maryland locations dial 1-800-492-9515

MASSACHUSETTS**Boston:**

3 Center Plaza, 01208
(617) 223-2571

Springfield:

436 Dwight St., Rm. 201, 01103
(413) 781-2420 ext. 308

In other Massachusetts locations dial 1-800-882-1621

MICHIGAN**Detroit:**

477 Michigan Ave., Rm. 155, 48226
(313) 226-6950

In other Michigan locations dial * 800-572-8242

MINNESOTA**Twin Cities:**

Federal Bldg., Rm. 196,
Ft. Snelling, Twin Cities, 55111
(612) 725-3355

In other Minnesota locations dial 1-800-552-1244

MISSISSIPPI**Jackson:**

802 N. State St., 39201
(601) 969-4585

In other Mississippi locations dial 1-800-222-8090

MISSOURI**Kansas City:**

Federal Bldg., Rm. 129
601 E. 12th St. 64106
(816) 374-5702

In other western Missouri locations dial 1-800-892-7650

St. Louis:

Federal Bldg., Rm. 1712, 1520 Market St., 63103
(314) 425-4285

If calling from Belleville, East St. Louis, Edgemoor, Freeburg, Granite City, Lebanon, New Athens, or OFallon, Dial Operator and ask for "Enterprise" 41192.

In other eastern Missouri locations dial 1-800-392-3711

MONTANA**Helena:**

IBM Bldg., 130 Neil Ave. 59601
(406) 442-9040 ext. 3388

In other Montana locations dial * 800-332-3410

NEBRASKA**Omaha:**

U.S. Courthouse and Post Office Bldg.,
Rm. 1014, 215 N. 17th St. 68102
(402) 221-3815

In other Nebraska locations dial 1-800-642-9303.

NEVADA**Las Vegas:**

Federal Bldg., 300 Las Vegas Blvd. S. 89101
(702) 385-6345

*** Reno:**

Mill & S. Virginia Streets
P.O. Box 3296 89505
(702) 784-5535

In other Nevada locations dial * 800-992-3080

NEW HAMPSHIRE**Portsmouth:**

Federal Bldg., Rm. 104, Daniel & Pennhallo Streets, 03801
(603) 436-7720 ext. 762

In other New Hampshire locations dial 1-800-582-7220

NEW JERSEY**Newark:**

Federal Bldg., 970 Broad St. 07102
(201) 645-3673

Paterson:

U.S. Post Office, 194 Ward St. 07501
(201) 278-9500 ext. 320

Trenton:

Broad St. Bank Bldg., 11 So. Montgomery
Street, 08608
(609) 989-2264

In Camden, dial 541-0400

In other New Jersey locations dial 800-242-5870

NEW MEXICO**Albuquerque:**

Federal Bldg., 421 Gold Ave. SW, 87101
(505) 766-2557

In Dona Ana and Otero Counties dial 1-800-351-1013

In other New Mexico locations dial * 800-432-6837

NEW YORK**Albany:**

New Federal Bldg., Rm. 307
Bdwy. & Maiden Lane 12207
(518) 472-3313 or 3314

Bronx:

590 Grand Concourse, 10451
(212) 292-4666

Brooklyn:

271 Cadman Plaza East, 11201
(212) 330-7671

Buffalo:

111 W. Huron St., Rm. 35, 14202
(716) 842-2834/ 2837

Hempstead:

175 Fulton Ave., Rm. 402, 11550
(516) 483-2664

Jamaica:

90-04 161st St., Rm. 200, 11432
(212) 526-6192

New York City:

Federal Bldg., 26 Federal Plaza, 10007
(212) 264-0422

NEW YORK**Syracuse:**

100 S. Clinton St. 13202
(315) 473-5660

White Plains:

200 Mamaroneck Ave., Rm. 601, 10601
(914) 761-1400

Residents of Greenwood Lake, Tuxedo, and Westchester, Rockland, and Putnam Counties can call directly to the White Plains Federal Job Information and Testing Center at 914-761-1400.

Residents of Suffolk, Dutchess, and Orange Counties (except Greenwood Lake and Tuxedo) can call 800-742-1887 or 800-742-1888 toll free.

In other parts of New York State call: 800-962-1470 toll free.

NORTH CAROLINA**Raleigh:**

Federal Bldg. 310 New Bern Ave.
P.O. Box 25069, 27611
(919) 755-4361

In other North Carolina locations dial 1-800-622-7720

NORTH DAKOTA**Fargo:**

Federal Bldg., Rm. 202
657 Second Ave. N. 58102

In other North Dakota locations dial * -800-342-4781

OHIO**Cincinnati:**

Federal Bldg., Rm. 1116
550 Main St. 45202
(513) 684-2351

Cleveland:

Federal Bldg., 1240 E. 9th St., 44159
(216) 522-4232

Columbus:

Federal Bldg., Rm. 118
85 Marconi Blvd. 43215
(614) 469-5640

Dayton:

Federal Building Lobby
200 W 2nd St., 45402
(513) 225-2720 and 2854

In other Ohio locations dial * -800-762-2435

OKLAHOMA**Oklahoma City:**

210 NW Sixth St. 73102
(405) 231-4948

In other Oklahoma locations dial 1-800-522-3781

OREGON**Portland:**

Federal Bldg., Lobby (North)
1220 SW Third St. 97204
(503) 221-3141

In other Oregon locations dial * -800-452-4910

PENNSYLVANIA**Harrisburg:**

Federal Bldg., Rm. 168, 17108
(717) 782-4194

Philadelphia:

Wm. J. Green, Jr. Fed. Bldg.,
600 Arch Street, 19106
(215) 597-7440

Pittsburgh:

Fed. Bldg., 1000 Liberty Ave., 15222
(412) 644-2755

Wilkes-Barre:

19 North Main St., 18701
(717) 825-6811 ext. 580

In Camden, NJ dial 541-0400

In other eastern Pennsylvania locations dial 1-800-362-4050.

In central and western Pennsylvania locations dial 1-800-242-0588.

PUERTO RICO**San Juan:**

Charles F. Chardon St.,
Hato Rey, P.R. 00918
(809) 753-4209, ext. 209

Toll-free telephone service is not available from other locations.

RHODE ISLAND**Providence:**

Federal & P.O. Bldg., Rm. 310
Kennedy Plaza 02903
(401) 528-4447

Rhode Island residents outside Providence may call collect

SOUTH CAROLINA**Charleston:**

Federal Bldg., 334 Meeting St., 29403
(803) 577-4171, ext. 328-329

Columbia:

1802 Sumter Street, 29201
(803) 765-5387

In other South Carolina locations dial 1-800-922-3790.

SOUTH DAKOTA**Rapid City:**

Rm. 201, Federal Building
U.S. Court House, 515 9th St. 57701
(605) 348-2221

In other South Dakota locations dial * -800-742-8944.

TENNESSEE**Memphis:**

Federal Bldg., 167 N. Main St. 38103
(901) 521-3956

Nashville:

Room 192 U.S. Courthouse
801 Broadway 37201
(615) 749-7324

In other Tennessee locations dial 1-800-582-6291

TEXAS**Austin:**

300 E. 8th St., Rm. 566, 78701
(512) 397-5380.

Corpus Christi:

Down town Postal Station, Rm. 105
701 W. Upper Broadway, 78401
(512) 498-3234

Dallas:

Rm. 1CA2, 1100 Commerce St., 75242
(214) 749-3156

In other northern Texas locations dial 1-800-492-4400

El Paso:

Property Trust Bldg.—Suite N302
2211 E. Missouri Ave. 79903
(915) 543-7425

In Dona Ana and Otero Counties, New Mexico dial 1-800-351-1013

Fort Worth:

819 Taylor St. 76102
(800) 492-4400

Harlingen:

222 E. Van Huron, Suite 501, 78550
(512) 425-6555

Houston:

702 Caroline Street, 77002
(713) 226-5501

In other Gulf Coast Texas locations dial 1-800-392-4970

San Antonio:

643 E. Durango Blvd., 78205
(512) 225-5111, ext. 4343

In other central Texas locations dial 1-800-292-5611

UTAH**Ogden:**

Federal Bldg., Rm. 1407
324 25th Street, 84401
(801) 399-6854

Salt Lake city:

350 South Main St. Rm 403, 84101
(801) 524-5744

In other Utah locations dial 1-800-662-5355

VERMONT**Burlington:**

Federal Bldg., Rm. 308
P.O. Box 489
Elmwood Ave. & Pearl St., 05401

(802) 862-6501, ext. 259

In other Vermont locations dial 1-800-642-3120.

VIRGINIA**Norfolk:**

415 St. Paul's Blvd. 23510
(804) 623-2333

Richmond:

Federal Bldg., 400 N. Eighth St. 23240
(Open in mornings only) 1-800-582-8171

D.C. Metro Area:

1900 E Street, N.W. 20415
(202) 737-9616

In other Virginia locations dial 1-800-582-8171

WASHINGTON• **Seattle:**

Federal Bldg., 915 Second Ave. 98174
(206) 442-4365 or 4366

Spokane:

Room 111, 920 W. Riverside, 99201
(509) 456-2536

Tacoma:

Washington Bldg., Rm. 610, 1019 Pacific Ave. 98402
(206) 593-6540

Vancouver:

dial 693-0541

Bremerton: dial 479-3127

In other Washington locations dial * 800-572-5918

WEST VIRGINIA• **Charleston:**

Federal Bldg., 500 Quarrier St. 25301
(304) 343-6181, ext. 226

In other West Virginia locations dial * 800-642-9027

WISCONSIN• **Madison:**

1 West Wilson St. Rm. 244, 53703
(608) 252-5240

Milwaukee:

Plankinton Bldg., Rm. 205, 161 W. Wisconsin Ave. 53203
(414) 224-3761

In other Wisconsin locations dial * 800-242-9191

WYOMING**Cheyenne:**

Teton Bldg., Rm. 108, 1805 Capitol Ave. 82001
(307) 778-2220, ext. 2108

In other Wyoming locations dial 1-800-442-2766

APPENDIX H - SBA FIELD OFFICES

Boston	Massachusetts 02114, 150 Causeway Street
Augusta	Maine 04330, 40 Western Avenue
Concord	New Hampshire 03301, 55 Pleasant Street
Montpelier	Vermont 05602, 87 State Street, P.O. Box 605
Hartford	Connecticut 06013, 450 Main Street
Providence	Rhode Island 02902, 57 Eddy Street
New York	New York 10007, 26 Federal Plaza, Room 3100
Elmira	New York 14904, 180 States Street, Room 412
Hato Rey	Puerto Rico 00919, 255 Ponce De Leon Avenue
Newark	New Jersey 07102, 970 Broad Street, Room 1635
Syracuse	New York 13202, Hunter Plaza, Fayette & Salina Streets
Buffalo	New York 14202, 111 West Huron Street
Philadelphia	Bala Cynwyd, Pennsylvania 19004, One Bala Cynwyd Plaza
Harrisburg	Pennsylvania 17180, 1500 North Second Street
Wilkes-Barre	Pennsylvania 18702, 20 North Pennsylvania Avenue
Baltimore	Towson, Maryland 21204, 7800 York Road
Wilmington	Delaware 19801, 844 King Street
Clarksburg	West Virginia 26301, 109 North 3rd Street
Charleston	West Virginia 25301, Charleston National Plaza, Suite 628
Pittsburgh	Pennsylvania 15222, 1000 Liberty Avenue
Richmond	Virginia 23240, 400 North 8th Street, Room 3015
Washington	D.C. 20416, 1030 15th Street, N.W., Suite 250
Atlanta	Georgia 30309, 1401 Peachtree Street, N.E.
Biloxi	Mississippi 39530, 111 Fred Haise Boulevard
Birmingham	Alabama 35205, 908 South 20th Street
Charlotte	North Carolina 28202, 230 South Tyron Street, Suite 700
Columbia	South Carolina 29201, 1801 Assembly Street
Coral Gables	Florida 33134, 2222 Ponce De Leon Boulevard
Jackson	Mississippi 39201, East Pascagoula Street
Jacksonville	Florida 32202, 400 West Bay Street
Louisville	Kentucky 40202, 600 Federal Place, Room 188
Nashville	Tennessee 37219, 404 James Robertson Parkway, Room 1012
Knoxville	Tennessee 37902, 502 South Gay Street, Room 307
Chicago	Illinois 60604, 219 South Dearborn Street
Springfield	Illinois 62701, 502 East Monroe Street, Room 816
Cleveland	Ohio 44199, 1240 East 9th Street, Room 317
Columbus	Ohio 43215, 34 North High Street
Cincinnati	Ohio 45202, 550 Main Street, Room 5524
Detroit	Michigan 48226, 1249 Washington Boulevard
Marquette	Michigan 49885, 540 West Kaya Avenue
Indianapolis	Indiana 46204, 575 North Pennsylvania Street
Madison	Wisconsin 53703, 122 West Washington Avenue, Room 713
Milwaukee	Wisconsin 53233, 735 West Washington Avenue
Eau Claire	Wisconsin 54701, 500 South Barstow Street, Room B9AA
Minneapolis	Minnesota 55402, 12 South Sixth Street

Dallas	Texas 75202, 1100 Commerce Street
Albuquerque	New Mexico 87110, 5000 Marble Avenue, N.E.
Houston	Texas 77022, One Allen Center, Suite 705
Little Rock	Arkansas 72201, 611 Gaines Street, P.O. Box 1401
Lubbock	Texas 79401, 1205 Texas Avenue
El Paso	Texas 79902, 4100 Rio Bravo, Suite 3000
Lower Rio Grande Valley	Harlingen, Texas 78559, 219 East Jackson Street
Corpus Christi	Texas 78408, 3105 Leopard Street, P.O. Box 9253
Marshall	Texas 75670, 505 East Travis Street, P.O. Box 1349
New Orleans	Louisiana 70113, 1001 Howard Avenue
Oklahoma City	Oklahoma 73118, 50 Penn Place, Suite 840
San Antonio	Texas 78206, 727 West Durango, Room A-513
Kansas City	Missouri 64106, 1150 Grand Avenue
Des Moines	Iowa 50309, 210 Walnut Street
Omaha	Nebraska 68102, 215 North 17th Street
St. Louis	Missouri 63101, 210 North 12th Street, Room 520
Wichita	Kansas 67202, 110 East Waterman Street
Denver	Colorado 80202, 721 19th Street, Room 403
Casper	Wyoming 82601, 110 East B Street, Room 4001
Fargo	North Dakota 58102, 653 2nd Avenue, North, Room 218
Helena	Montana 59610, 613 Helena Avenue, P.O. Box 1690
Salt Lake City	Utah 84138, 125 South State Street, Room 2237
Rapid City	South Dakota 57710, 515 9th Street
Sioux Falls	South Dakota 57102, 8th and Main Avenues
San Francisco	California 94102, 450 Golden Gate Avenue, Box 36044
Honolulu	Hawaii 96813, 1149 Bethel Street, Room 402
Agana	Guam 96910, Ada Plaza Center Building, P.O. Box 927
Los Angeles	California 90071, 350 South Figueroa Street
Las Vegas	Nevada 89101, 301 East Stewart
Phoenix	Arizona 85004, 112 North Central Avenue
San Diego	California 92101, 110 West C Street, Suite 705
Seattle	Washington 98104, 710 Second Avenue
Anchorage	Alaska 99501, 1016 West Sixth Avenue, Suite 200
Fairbanks	Alaska 99701, 501 1/2 Second Avenue
Boise	Idaho 93701, 216 North 8th Street, P.O. Box 2618
Portland	Oregon 97205, 921 Southwest Washington Street
Spokane	Washington 99120, Courthouse Building, Room 651, P.O. Box 2167

APPENDIX I -

University Affiliated Facilities and *SATELLITE CENTERS

University affiliated facilities (UAF) were first established by legislation in 1963 with the basic goal of developing cooperation and mutual exchange between the academic university world and providers of community services.

University of Alabama at Birmingham
Center for Developmental and Learning Disorders
1720 Seventh Avenue, South
Birmingham, AL 35294
(205) 934-5467

University of California - Irvine
Division of Clinical Genetics and Developmental Disabilities
Department of Pediatrics
California College of Medicine
Irvine, CA 90024
(714) 634 5791

UCLA
The Neuropsychiatric Institute
Mental Retardation Program
760 Westwood Plaza
Los Angeles, CA 90024
(213) 825-0395

University of Southern California
University Affiliated Program
Children's Hospital of Los Angeles
4650 Sunset Boulevard
Los Angeles, CA 90027
(213) 660-2450 ext. 2781

University of Colorado Medical Center
John F. Kennedy Child Development Center
4200 East 9th Avenue
Denver, CO 80220
(303) 394-7224

University of Miami
Mailman Center for Child Development
P.O. Box 520006, Biscayne Annex
Miami, FL 33152
(305) 547-6635

*Navajo Satellite Center
Navajo Community College
Tsaile, Arizona 86556
(602) 724-3311 ext.200
Host: Exceptional Child Center
Utah State University

Georgia Retardation Center
4770 North Peachtree Road
Atlanta, GA 30341
(404) 656-6370

Athens Unit
Georgia Retardation Center
850 College Station Road
Athens, GA 30601
(404) 542-8970

Illinois Institute for Developmental Disabilities
1640 West Roosevelt Road
Chicago, IL 60608
(312) 341-8000

Indiana University Medical Center
Riley Child Development Center
1100 West Michigan Street
Indianapolis, IN 47401
(317) 264-8702

University of Indiana
Developmental Training Center
2853 East 10th Street
Bloomington, IN 47401
(812) 337-0672

University of Iowa
University Hospital School
University of Iowa
Iowa City, IA 52242
(319) 353-5847

Kansas UAF Central Office
Bureau of Child Research
223 Haworth Street
Lawrence, KS 66045
(913) 864-4295

University of Kansas Medical Center
Children's Rehabilitation Unit
Rainbow Boulevard at 39th Street
Kansas City, KS 66103
(913) 588-5900

University of Kansas
John T. Stewart Children's Center
352 New Haworth Hall
Lawrence, KS 66045
(913) 864-4950

Parsons University Affiliated Facility and Training Center
Parsons State Hospital
2601 Gabriel
Parsons, KS 67357
(316) 421-6550 ext. 387

University of Kentucky
Human Development Program
315 Patterson Office Tower
Lexington, KY 40506
(606) 258-4921

Louisiana State University Medical Center
Developmental Disabilities Center for Children
1100 Florida Avenue
New Orleans, LA 70119
(504) 949-7541

Johns Hopkins University
The John F. Kennedy Institute
707 North Broadway
Baltimore, MD 21205
(301) 955-4001

Children's Hospital Medical Center
Developmental Evaluation Clinic
300 Longwood Avenue
Boston, MA 02115
(617) 734-6000 ext. 2116

Walter E. Fernald State School
Eunice Kennedy Shriver Center
200 Trapelo Road
Waltham, MA 02154
(617) 899-8135

University of Michigan
Institute for the Study of Mental Retardation and Related Disabilities
130 South First Street
Ann Arbor, MI 48108
(313) 763-3171

Child Development Section
St. Paul-Ramsey Hospital and Medical Center
St. Paul, MN 55101
(612) 221-3660

* Diagnostic Clinic for Developmental Disorders

Strong Memorial Hospital

University of Rochester

601 Elmwood Avenue

Rochester, New York 14642

(716) 275-2986

Host: Developmental Evaluation Clinic

Children's Hospital Medical Center-Boston

Division of Mental Retardation
Department of Mental Health
1401 Woolfolk Building
Jackson, MS 39210
(601) 354-6692

St. Louis University
Child Development Clinic
1401 South Grand Boulevard
St. Louis, MO 63104
(314) 772-7990

University of Nebraska
Meyer Children's Rehabilitation Inst.
444 South 44th Street
Omaha, NE 68131
(402) 541-4733

Kean College of New Jersey
Institute of Child Study
Union, NJ 07083
(201) 527-2326

Albert Einstein College of Medicine of Yeshiva University
Rose F. Kennedy Center
1410 Pelham Parkway South
Bronx, NY 10461
(212) 430-2440

New York Medical College
Mental Retardation Institute
Valhalla, NY 10595
(914) 347-5400

Developmental Disabilities Center
The Roosevelt Hospital
428 West 59th Street
New York, NY 10019
(212) 698-1440 ext. 551

* Hawaii UAF Satellite
Kapiolani Children's Medical Ctr.
1319 Punahou Street, Room 737
Honolulu, Hawaii 96821
(808) 456-6248

Host: MR Program-Neuropsychiatric
Institute-U. of Calif. at L.A.

*Montana University Program
33 So. Last Chance Gulch
Helena, Montana 59601
(406) 449-3042

Host: Exceptional Child Ctr. Utah
State University

* Center for Developmental Disabilities
University of Vermont
499C Waterman Building
Burlington, Vermont 05401
(802) 656-4031
Host: Shriver Ctr. Fernald State School
Waltham, Mass.

University of Rochester
School of Medicine and Dentistry and Strong
Memorial Hospital
601 Elmwood Avenue
Rochester, NY 14642
(716) 461-2800

University of North Carolina
Division for Disorders of Development and Learning
Biological Sciences Research Center 220H
Chapel Hill, NC 27514
(919) 966-4417

Southeast Mental Health and
Retardation Center
Post Office Box 2083
700 1st Avenue, South
Fargo, ND 58102
(701) 237-4513

University Affiliated Program Center for Human
Development
Ohio University
Parks Hall
Athens, OH 45701
(614) 594-5921

University of Cincinnati
University Affiliated Cincinnati Center for
Developmental Disorders
Elland and Bethesda Avenues
Cincinnati, OH 45229
(513) 559-4623

Ohio State University
The Nisonger Center
1580 Cannon Drive
Columbus, OH 43210
(614) 422-8365

University of Oregon
Center on Human Development
Eugene, OR 97403
(503) 686-3575

University of Oregon Health Sciences Center
Crippled Children's Division
3181 S.W. Sam Jackson Park Road
Portland, OR 97201
(503) 225-8362

Temple University & St. Christopher's Developmen-
tal Disabilities Center/UAF
Ritter Hall Annex
Temple University
Philadelphia, PA 19122
(215) 787-1356

Child Development Center
593 Eddy Street
Providence, RI 02902
(401) 277-5071

UAF Program of South Carolina
c/o Human Development Center
Winthrop College
Rock Hill, SC 29733
(803) 323-2244

University of Tennessee
Child Development Center
711 Jefferson Avenue
Memphis, TN 38105
(901) 528-6500

University of Texas Health Science Center at Dallas
Southwestern Medical School
Department of Pediatrics
5323 Harry Hines Boulevard
Dallas, TX 75235
(214) 526-0990

Utah State University
Exceptional Child Center
Logan, UT 84321
(801) 752-4100 ext. 8273

University of Washington
Child Development and Mental Retardation Center
University of Washington, WJ-10
Seattle, WA 98105
(206) 543-3224

West Virginia University
College of Human Resources and Education
University Affiliated Center for Developmental
Disabilities
504 Allen Hall
Morgantown, WV 26506
(304) 293-4692

University of Wisconsin
Waisman Center on Mental Retardation and Human
Development
1500 Highland Avenue
Madison, WI 53706
(608) 263-5940

Georgetown University Medical Center
University Affiliated Program for Child Development
3800 Reservoir Road, N.W.
Washington, DC 20007
(202) 625-7033

APPENDIX J - TITLE XX STATE AGENCIES

State Department of Pensions and Security
64 North Union Street
Montgomery, Alabama 36104

Dept. of Health and Social Services
Putch H
Juneau, Alaska 99801

State Dept. of Economic Security
1515 West Jefferson
Phoenix, Arizona 85005

Dept. of Social and Rehabilitation Serv.
406 National Old Line Insurance Bldg.
Little Rock, Arkansas 72201

State of California Health and
Welfare Agency
915 Capitol Mall, Room 200
Sacramento, California 95184

Department of Social Services
1575 Sherman Street
Denver, Colorado 80203

State Welfare Department
110 Bartholomew Avenue
Hartford, Connecticut 06106

Dept. of Health and Social Services
Delaware State Hospital
New Castle, Delaware 19720

Department of Human Resources
District Building
14th and E Streets, N.W.
Washington, D.C. 20004

Dept. of Health and Rehabilitative Serv.
1323 Winewood Boulevard
Tallahassee, Florida 32301

Acting Commissioner
Department of Human Resources
State Office Building
Atlanta, Georgia 30334

Dept. of Social Services and Housing
P. O. Box 339
Honolulu, Hawaii 96809

Department of Health and Welfare
State House
Boise, Idaho 83720

Department of Public Aid
222 College Street
Springfield, Illinois 62706

Dept. of Public Welfare
State Office Building, Room 701
100 North Senate Avenue
Indianapolis, Indiana 46204

Department of Social Services
Lucas State Office Building
Des Moines, Iowa 50319

Dept. of Social and Rehabilitation
Services
State Office Building
Topeka, Kansas 66612

Department for Human Resources
Capitol Building Annex - Room 201
Frankfort, Kentucky 40601

Health and Human Resources
Administration
Post Office Box 44215
Baton Rouge, Louisiana 70804

State Department of Health and Welfare
State House
Augusta, Maine 04330

Dept. of Human Resources
1100 North Eutaw Street
Baltimore, Maryland 21201

Department of Public Welfare
600 Washington Street
Boston, Massachusetts 02111

Michigan Department of Social Services
Commerce Center Building
300 South Capitol Avenue
Lansing, Michigan 48936

Minnesota Dept. of Public Welfare
Centennial Building
658 Cedar Street
St. Paul, Minnesota 55155

State Dept. of Public Welfare
P. O. Box 4321
Fondren Station
Jackson, Mississippi 39216

Department of Human Resources
318 Public Service Building
Salem, Oregon 97310

Department of Public Welfare
Health and Welfare Building
Harrisburg, Pennsylvania 17120

Dept. of Social and Rehabilitation Serv.
Aime J. Forand
State Office Building
600 New London Avenue
Cranston, Rhode Island 02920

Department of Social Services
P. O. Box 1520
Columbia, South Carolina 29202

Department of Social Services
State Capitol Building
Pierre, South Dakota 57501

State Department of Public Welfare
204 State Office Building
Nashville, Tennessee 37219

State Department of Public Welfare
John H. Reagan Building
Austin, Texas 78701

Department of Social Services
221 State Capitol
Salt Lake City, Utah 84114

Agency of Human Services
State Office Building
Montpelier, Vermont 05602

Department of Welfare
8007 Discovery Drive
Richmond, Virginia 23288

Department of Social and Health Services
Post Office Box 1788
Olympia, Washington 98504

Department of Welfare
1900 Washington Street, East
Charleston, West Virginia 25305

Dept. of Health and Social Services
1 West Wilson Street
Madison, Wisconsin 53702

Dept. of Health and Social Services
State Office Building West, Rm. 317
Cheyenne, Wyoming 82001

Department of Social Services
Broadway State Office Building
Jefferson City, Missouri 65101

Dept. of Social and Rehabilitative Serv.
Post Office Box 1723
Helena, Montana 59601

Department of Public Welfare
1526 K Street, Fourth Floor
Lincoln, Nebraska 68508

Nevada State Dept. of Human Resources
Union Federal Building
308 North Curry Street
Carson City, Nevada 89701

Department of Health and Welfare
State House Annex
Concord, New Hampshire 03301

Dept. of Institutions and Agencies
135 West Hanover Street
Trenton, New Jersey 08625

Health and Social Services Dept.
Post Office Box 2348
PERA Building
Santa Fe, New Mexico 87503

Department of Social Services
1450 Western Avenue
Albany, New York 12203

Department of Human Resources
325 N. Salisbury Street
Raleigh, North Carolina 27611

Social Service Board of North
Dakota
State Capitol Building
Bismarck, North Dakota 58501

Ohio Department of Public Welfare
30 East Broad Street
State Office Tower
32nd Floor
Columbus, Ohio 43215

Dept. of Institutions Social and
Rehabilitative Services
Post Office Box 25352
Oklahoma City, Oklahoma 73125

APPENDIX K - REFERENCES *

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*Place of publication is Washington, D.C. unless otherwise indicated.

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The Federal Programs Information and Assistance Project is a consolidation of two grants of national significance awarded by the Developmental Disabilities Office of the Department of Health, Education and Welfare. The grants were developed through the efforts of the four national voluntary agencies representing each of the developmental disabilities. These four agencies, Epilepsy Foundation of America, National Association for Retarded Citizens, National Society for Autistic Children, Inc., and United Cerebral Palsy Associations, Inc. as well as the National Conference on Developmental Disabilities, are jointly participating in the Project. The National Association for Retarded Citizens has responsibility for administering the grants.



Epilepsy
Foundation
of America



National
Association
for Retarded
Citizens



National Society
for Autistic
Children, Inc.



United
Cerebral Palsy
Associations, Inc.



National
Conference on
Developmental
Disabilities

